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<b>Type:</b>	C - Institutional	<b>Last Approved:</b> June 27, 2013
<b>Executive Responsibility:</b>	President & Vice-Chancellor	<b>Next Review:</b> Oct., 2017
<b>Administrative Responsibility:</b>	Manager, Human Resources	<b>Procedure:</b> <a href="#">41.13.001</a> <a href="#">41.13.002</a> <a href="#">41.13.003</a>

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STATEMENT:

In the event of a death the following procedures have been developed to ensure the university's response is compassionate and respectful and that the necessary administrative procedures are carried out as efficiently and unobtrusively as possible:

Procedure 41.13.001	Death of an Employee
Procedure 41.13.002	Death of a Student
Procedure 41.13.003	Death of a VIU Community Member

DEFINITIONS:

Employee:	Faculty, administration, support staff and contract employees.
Next of Kin:	A person related by blood, adoption, marriage, or common-law marriage, or a person with whom an individual has, or had, a personal relationship.
Student:	Registered student.
Community Member:	a. VIU Alumni, including but not limited to, present and past: <ul style="list-style-type: none"><li>• Presidents.</li><li>• Chancellors.</li><li>• Board of Governors.</li><li>• Foundation Board members.</li><li>• Milner Gardens Board members.</li><li>• VIU Retirees.</li><li>• The High School at Vancouver Island University Association Board members.</li><li>• The International High School at Vancouver Island University Association Board members.</li><li>• Honorary Degree Recipients.</li><li>• Honorary Award Recipients.</li></ul>

b. Community:

- Elected political officials.\*
- First Nations Chiefs.\*
- First Nations Tribal Council members.\*
- VIU business associates.
- VIU Foundation donors.
- Contractors.
- any other community member as deemed appropriate by the President.

\* from within the VIU/mid-Vancouver Island region, or who have otherwise had a demonstrated relationship with VIU.

Related Policies and Procedures:

[Policy 22.04 Compliance with Freedom of Information and Protection of Privacy Act \(FIPPA\)](#)  
[Policy 94.07 Posthumous Awards](#)

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