
		Commission scolaire English-Montréal English Montreal School Board
POLICY:	BEREAVEMENTS	CODE: HR-12
Origin:	Human Resources	
Authority:	Resolution #99-12-15-9	
Reference(s):		

POLICY STATEMENT

The Board shall take official cognizance of the passing of its present employees or those who have served one of the four founding boards of the EMSB (PSBGM, CECM, Commission scolaire Jérôme-Le Royer, Commission scolaire Sainte-Croix) for a number of years by passing a formal resolution of regret.

An appropriate expression of sympathy to the bereaved families shall be sent out under the signature of the Chairman of the Board.

		Commission scolaire English-Montréal English Montreal School Board
PROCEDURE:	BEREAVEMENTS	CODE: HR-12.P
Origin:	Human Resources	
Reference(s):		

1. The Communications and Marketing Specialist shall be responsible for receiving from various sources the names of past employees who have served the EMSB and its four founding boards (PSBGM, CECM, Commission scolaire Jérôme-Le Royer, Commission scolaire Sainte-Croix) for a number of years and who have passed away.
2. The Communications and Marketing Specialist shall verify the information submitted with the Department of Human Resources.
3. The Department of Human Resources shall be responsible for advising the Communications and Marketing Specialist regarding the names of staff members who have passed away.
4. The Department of Human Resources should make every effort to maintain contact with the fiduciary bodies of the former CECM, Commission scolaire Jérôme-Le Royer and Commission scolaire Sainte-Croix to learn about the passing of former employees from their English sectors.
5. Commissioners and senior staff may also provide information regarding the passing of former employees. However such notification must be received in writing, specifying the person's name, date of retirement, date of death and last known position.
6. Staff of the Board shall be encouraged to advise the Communications and Marketing Specialist immediately upon learning about the passing of a current or former employee or the relative of a current staff member. Every effort shall be made to communicate this information as soon as possible to commissioners and Board and school administrators.

7. All information submitted shall be coordinated by the Communications and Marketing Specialist who shall prepare the pertinent documentation for submission to a subsequent meeting of the Board for the adoption of an appropriate resolution of regret.
8. Following the Board meeting, the Communications and Marketing Specialist shall prepare the appropriate letters, for the Chairman's signature, for transmission to the bereaved families.