
Memorial Donations

Policy Number:	4120
Key Process Area:	Employee Engagement & Culture
Owner:	VP FA
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POLICY STATEMENT

New Brunswick Community College (NBCC) will express sympathy through a memorial donation upon the death of an employee, board member, retiree, or student.

PURPOSE

The policy is intended to provide a formal means by which NBCC may recognize service contribution and express sympathy, through a memorial donation.

SCOPE AND LIMITATIONS

This policy applies to employees, board members, retirees, and students.

1.0 DEFINITIONS

Not applicable.

2.0 IMPLEMENTATION

2.1 Memorial Donation Levels

With the approval of the President and CEO or designate, the College may send a memorial donation up to \$150.00 to a charitable organization as requested by the family of the deceased. If no charity is named by the family, the donation may be made to the NBCC Foundation.

At the discretion of the President and CEO or designate, flowers may also be provided but cost maximums must not exceed the applicable maximum amount as set above.

The President and CEO may authorize a memorial donation or flowers as a memorial in extraordinary situations other than death where deemed appropriate for NBCC to do so.

Nothing in this policy prohibits employees from presenting a privately-funded memorial donation to a fellow employee or student.

3.0 OTHER RELATED DOCUMENTS

Not applicable.