

## I – FACULTY AND STAFF CONDOLENCE, CONGRATULATIONS, AND OTHER LIFE EVENTS GUIDELINES

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Members of our faculty and staff frequently experience personal events—from happy events such as the birth or adoption of a child to sad events such as the death of a loved one or a hospitalization—that SSW wishes to recognize. In addition, SSW is committed to celebrating the service and contributions of our employees. These guidelines have been developed to help SSW meet its goals while recognizing the limitations on our resources and university policy constraints around charitable giving toward colleague life events.

## II – CONDOLENCES AND GET-WELL GREETINGS

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Should faculty or staff learn of a death, illness, or similar event of a current or former faculty or staff member, they should alert the school as quickly as possible. Similar notification should be made if the spouse, child, or parent of people listed above occurs. In most cases, no one should send an announcement about an event unless the person affected, or that person's family or representative, gives his or her permission. Further, the communication of any sensitive or confidential medical information should not normally be shared.

In the case of a death of a current or former faculty or staff member or a hospital stay of more than one day of an employee, or an employee's extended period of illness necessitating absence from work, SSW typically should send flowers, a plant, or some other condolence or get-well gift. Because the funding for such gifts cannot be borne by university resources, at the beginning of every academic year and/or to replenish the funds as necessary, SSW will coordinate a voluntary monetary collection in the suggested amount of \$5 from SSW Faculty and Staff members.

The Administrator will serve as the point of contact for receiving notices and for coordinating condolences and get-well greetings and the annual collection for the same (see II. Condolences and Get-well Greetings above). The Administrator, who is not able to communicate home addresses unless an employee has given explicit permission, will mail on behalf of members of the community cards to employees. Below please find Administrator's contact information:

Department Administrator:	Melissa Parsowith
Email:	<a href="mailto:mparsowtih@ssw.rutgers.edu">mparsowtih@ssw.rutgers.edu</a>
Phone:	848-932-5341
Location:	120 Albany Street, Tower One, 2 <sup>nd</sup> Floor, Room 210 New Brunswick, NJ 08901

## III – RETIREMENT

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Faculty and staff who retire from SSW after 10 or more years of service will be provided a service recognition award from the school. See section IV below regarding activities related to celebrating personal events.

## IV – OTHER PERSONAL EVENTS and ACTIVITIES

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SSW is supportive of acknowledging important events in the personal lives of individual employees (i.e. welcoming a child, getting married, retirement, etc.). It is appropriate for colleagues to mark an occasion with a modest celebration, and SSW will permit use of facilities to do so. In addition, coworkers may wish to coordinate activities like book clubs, walking groups, and other activities. Workday acknowledgement of the event/activity must adhere to the following guidelines:

- Treating employees in a consistent manner by recognizing important life events. The manner of acknowledgement may vary according to the wishes of the individual employee and these wishes should be taken into consideration when the event is being planned (i.e. an employee may decline a celebration and wish to remain private).
- Congratulatory celebrations should be normally limited to one hour and should be planned over lunch or at the end of the regular work day.
- Expenses for Personal Events will not be reimbursed by SSW.
- When interested in using University/SSW facilities, coordinate the event/activity with the SSW Facilities and Events Coordinator, and follow all related rules/guidelines that may apply.