



THE JOHN MARSHALL LAW SCHOOL

Congratulations, Condolences, and Other Recognition Guidelines

1. Condolences

- a. If any administrator learns of a death, illness, or similar event of a current or former faculty member (full-time or adjunct), staff member, student, Board of Trustees member, Board of Visitors member, alumnus, or other friend of The John Marshall Law School, the administrator should alert the Dean as quickly as possible. Similar notification should be made if the spouse, child, or parent of people listed above occurs.
- b. The Dean or the Dean's designee will then alert other administrators and employees who need to know about the situation.
- c. Administrators should alert their employees to inform them of these deaths, illnesses, or similar events as appropriate and subject to paragraph 4 below.
- d. 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 about an individual should first be reviewed by Human Resources. The Dean will typically send announcements regarding faculty members and department heads. Department heads typically will send announcements regarding their staff.
- e. In the case of a death, multi-day hospital day, or extended illness of a current or former faculty member (full-time or adjunct), staff member, student, Board of Trustees member, Board of Visitors member, alumnus, or other friend of JMLS, the law school typically should send a card, flowers, a plant, or some other condolence or get-well gift. The price of the gift typically should not exceed \$75, depending on the circumstances. In some circumstances where a death has occurred, the family may request a donation in lieu of flowers. The Dean should be consulted before any such donation is made. In addition, only the Dean has discretion to approve a different course of action, or to recognize circumstances beyond what is contemplated under this policy.
- f. Human Resources will send all flowers, gifts, and other items, except to alumni and students. The Office of Student Life and Leadership will arrange to send and pay for gifts to students. The Office of Alumni Relations and Development will arrange to send and pay for gifts to alumni. Other gifts will be charged to the General Institutional Account.

When a person falls into multiple categories (i.e., both an employee and an alumnus/a, or both a student and an employee), please contact Human Resources to consult internally about which department will have responsibility under the particular circumstance.

- g. One or more deans should send a personal note to the affected student, employee, or other friend of the law school.
- h. If the funeral or memorial service is in town, a JMLS representative should attend.
- i. The law school will not as an institution take up a collection for an individual. But if the person affected agrees, individual employees may, upon their own initiative, take up a collection for an affected student or employee. No material use of school resources should be used in such an effort to avoid issues of private inurement.
- j. In appropriate circumstances when the event in question is of a nature that the campus community as a whole is affected, such as the death of a current student, staff member, or faculty member, the Dean may authorize the use of additional JMLS resources to support memorial efforts.

2. Congratulations

- a. Administrators and staff should follow the notification procedures listed above for condolences.
- b. The law school will send congratulatory gifts to current employees, students, Board of Trustees members, Board of Visitors members, and alumni upon the birth or adoption of a child. Other congratulatory events may be recognized with the approval of the Dean.
- c. Gifts should be sent through the same offices listed above for condolences. Gifts typically should not exceed \$75, and more typically should be in the \$35 range. The Dean has discretion to approve a different amount.

3. Retirements and Other Separations: The law school periodically holds social events to recognize an employee's service and contributions at the time of retirement or departure under favorable circumstances. Below are the guidelines to be followed for these events.

- a. **Retirements:** Any law-school employee who officially retires may be provided with recognition of that event at JMLS expense. This may be in the form of a farewell reception or open-house style departmental event, a gift in recognition of service and/or contributions, or some other form of recognition appropriate to the circumstances and as recommended by the department head and approved by Human Resources. JMLS facilities may be used for any reception. Institutional gifts typically

should not exceed \$150, and more typically should be in the \$75 range. The total amount expended for all forms of recognition offered at official retirement should typically not exceed \$250. The Dean has discretion to approve a different amount, typically based on length of service to the institution.

b. Other separations:

- i. **Ten or more years of service:** Employees who voluntarily separate under favorable circumstances and who have at least ten years of service but who do not qualify for official retirement may, with the approval of the Dean and at JMLS expense, be provided with a farewell reception or open-house style departmental event, a gift in recognition of service and/or contributions, or some other form of recognition as recommended by the department head and approved by Human Resources. Gifts typically should not exceed \$150, and more typically should be in the \$50 range.
- ii. **Less than ten years of service:** For individuals with less than ten years of service, the Dean may approve a farewell reception or gift in recognition of service and/or contributions. This provision should be used for employees who separate voluntarily under favorable circumstances and who have made unique and lasting contributions to the law school. The total amount expended for all forms of recognition offered for other separations should typically not exceed \$100. Absent approval by the Dean, local departmental expenditures for farewell events should not exceed \$50. The Dean has discretion to approve different amounts.

Administrative policy adopted June 19, 2017.