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TO: SYS-ADMIN,ALL_CORRESPONDENTS @MLS
SUBJECT: Notices of Deaths, etc.

I was asked today who has responsibility for notifying the rest of staff when an employee has a death in the family. My answer is: I don't think there is anything covering the subject.

Here is my suggestion: Since the Personnel Office many times doesn't know about these things until leave requests come in sometime after the employee returns to work, the best person to get the information out on E-Mail would be the employee's supervisor. If someone in a library has to be off for bereavement leave, the supervisor is aware of it before Personnel is. The same thing goes for the other agencies and offices: Automation, Materials Selection, Cataloging, Technical Processing, Business Office, etc.

Perhaps this is too simple of a solution to the matter, but it seems the most logical one to me. It also avoids the need to set up some formal procedure which requires more steps than a simple E-Mail message to all correspondents.

Also, if for some reason, the employee doesn't want the information made public, they are in the best position to tell their supervisor not to.

Unless, you hear otherwise, let's just use this method.