

FSU POLICY TO INFORM THE UNIVERSITY COMMUNITY  
OF AN EMPLOYEE'S DEATH

The following policy will be used to inform the University community of an employee's death.

- 1.) The Vice President of the division in which the employee worked will provide the President a letter for signature and campus-wide distribution within 24 hours of learning of the employee's death. The letter will contain particulars related to the employee's death and contain brief biographic and work-related information.
- 2.) The Frostburg State University flag will fly at half-staff on the day the employee is buried or a memorial service occurs.
- 3.) The Vice President of the division in which the employee worked will assure campus-wide distribution of the letter and contact with the Director of Public Safety to assure that the flag flies in compliance with this policy.

(Internal)

PN 3.094

FROSTBURG STATE UNIVERSITY  
SICK LEAVE FOR  
EXEMPT AND NON-EXEMPT EMPLOYEES

PN 3.095

CAPITALIZATION OF EQUIPMENT

Frostburg State University requires the recording and inventorying of capital equipment as defined in the Administrative Policy PN 3.069, Policy for Capitalization and Inventory Control, on purchases greater than \$2,500.00.

(Internal)