

Reference : HUMAN RESOURCES
Section : EMPLOYMENT PRACTICE
Title : DEATH OF AN EMPLOYEE
Policy Number : 04-02-11
Issue Date : 09/30/2001
Revision Date :

I PURPOSE

This policy sets forth the procedure to be followed in cases where an employee dies while in active service with NFTA or NFT Metro System, Inc.

II POLICY

The Executive Director and/or Branch Manager will send a letter of condolence to the family of the deceased employee.

A gift or donation valued at \$50 will be sent to the deceased employee's family on behalf of the Authority. Gifts can be in the form of flowers, fruit baskets, or comparable items. Donations will be made to an association or charity designated by the employee's family.