COLLEGE OF MICRONESIA-FSM

BOARD POLICY No. 6037

Bereavement Support Policy

Date Adopted: 3 September 2026

Date Revised:

Date Reviewed: 3 September 2026

Reference: (Board Policy 6028 (Extended Employment Benefits), Palau Community College Personnel Rules & Regulations Manual (November 2021), College of the Marshall Islands Human Resource Policies)

I. Purpose

The College of Micronesia-FSM recognizes the importance of supporting employees and their immediate family members during times of bereavement. This policy provides clear and consistent guidelines for bereavement assistance, ensuring fairness to all employees in similar circumstances. It also establishes clear parameters for budget planning and accountability.

II. Definitions

Immediate Family: in the context of this policy, immediate family is defined as spouse (legally married, common-law partner) or children (biological or legally adopted), and parents (biological).

III. Scope

This policy applies to:

A. All regular full-time employees of the College regardless of probationary status and whether transportation or transfer benefits are vested or not in Board Policy No. 6028 (Extended Employment Benefits).

B. Individuals working a standard 40-hours per week under a Personal Services Contract of at least six (6) months and have continuously worked on a six (6) months contract for more than one (1) year, unless specifically excluded by the terms of their contract.

C. This policy does not apply to part-time, temporary, or short-term contract workers (less than six months) unless otherwise specified in their contract.

D. No additional financial assistance, goods, or in-kind contributions will be provided outside this policy as stipulated in Support Package IV below.

IV. Support Package

A. In the event of an employee's death, the College will provide:

1. $1,500 bereavement support to the next of kin.
2. Immediate disbursement of a check will be issued upon presentation of the death certificate or notarized letter from the supervisor stating the death of the employee. Disbursement of check will be in the following order (spouse, children or immediate family whichever applies), while the death certificate is being processed. This amount is to assist the family in funeral expenses during this bereavement period.

B. In the event of the death of an employee's immediate family member, the College will provide:

1. $500 bereavement support to the employee.
2. Immediate disbursement of check will be issued upon presentation of the death certificate or notarized letter from the employee, stating the death of the dependent.

V. Relationship to Group Life Insurance

A. This bereavement support is separate from any group life insurance benefit.
   1. Group life insurance is provided to ensure that an employee's designated beneficiaries receive a financial benefit in the event of the employee's death. This benefit is paid directly by the insurer after a claim is filed and approved.
   2. Bereavement support from the College is immediate relief intended to help with funeral and related expenses while families await life insurance or other resources.
B. For information on coverage amounts, eligibility, and claims procedures, refer to the College's Group Life Insurance Policy or contact the HR Office.
C. Example: If an employee passes away, the College will immediately provide the check listed above. Separately, the employee's beneficiaries must file a claim with the insurer to receive the full life insurance benefit .

VI. Administration

A. The HR Office will administer this policy, verify eligibility, and coordinate payments and purchases.
B. The Business Office will ensure timely disbursement of funds in line with budget allocations.
C. Records of all support provided will be maintained for transparency and audit accountability.