



**MEMO**

**TO: All faculty members**

**FROM: Patrice Sawyer, Acting Vice-President, Academic  
(Francophone Affairs)**

**DATE: March 30, 2009**

**RE: ARTICLE 8.80 –  
POLICY AND PROCEDURES IN THE EVENT OF DEATH**

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Pursuant to clause 8.80.5 of Article 8.80 – Policy and Procedures in the Event of Death of the 2008-11 Collective Agreement which states:

Every Member while employed by Laurentian University will be expected to complete by January 1, 2009 or within six (6) months of hire a statement to be retained in their Personnel File indicating who shall have access to the Member's computer files and office contents in the event of the Member's death or incapacitation. In the event of the death or incapacitation of the Member, the Employer shall review the Member's files and office contents to retrieve the documents and files belonging to the Employer. This review shall be consistent with Article 6.30 – Patents and Article 6.35 – Copyright. After this review, only the person or persons named shall have access to the Member's computer files and office contents. If there is no signed access statement, the right of access shall go to the executor in the event of death, and to the next of kin in the event of incapacitation. The executor or next of kin shall have access to the deceased member's files for a period of at least one (1) year. The ownership of the computer files and office contents belonging to the Member shall be transferred according to the Member's will.

We ask that you kindly complete the attached form and return it to the office of Academic Staff Relations by no later than April 15, 2009 so that we may include the information in your Personnel File. The deadline of January 1, 2009, outlined in the above noted clause, has been extended given that the 2008-11 Collective Agreement has yet to be circulated as a result of the joint editorial efforts of the Administration and LUFA.

Patrice Sawyer

**FORM PURSUANT TO ARTICLE 8.80 OF  
THE 2008-11 COLLECTIVE AGREEMENT**

NAME AND CONTACT INFORMATION OF THE PERSON WHO SHALL HAVE ACCESS TO MY COMPUTER FILES AND OFFICE CONTENTS IN THE EVENT OF THE DEATH OR INCAPACITATION AS PER ARTICLE 8.80 – POLICY AND PROCEDURES IN THE EVENT OF DEATH OF THE 2008-11 COLLECTIVE AGREEMENT.

NOTE: THE CONTACT NAME AND INFORMATION LISTED BELOW MAY BE CHANGED AT ANY TIME BY SUBMITTING AN UPDATED FORM TO OFFICE OF ACADEMIC STAFF RELATIONS.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

I, \_\_\_\_\_ (faculty member's name), authorize that the above named individual be provided with the right of access to my computer files and office contents in the event of my death or incapacitation. I provide this right of access in accordance with clause 8.80.5 of Article 8.80 – Policy and Procedures in the Event of Death of the 2008-11 Collective Agreement.

\_\_\_\_\_  
Signature of faculty member

\_\_\_\_\_  
DATE