



UCF Process Improvement Committee  
**Outcome Documentation Form**

**Original Suggestion**

Verify the information reported for the employee memorial program which is currently published by Human Resources.

**Committee Member Activities**

- Contacted the individual who made the recommendation
- Discussed the program with Human Resources and reviewed the information published on HR's website.

**Final Outcome**

This program honors employees who pass away while in service to UCF. HR sends flowers to family and adds a brass memorial plaque in Millican Hall to honor the employee. This program is automatically implemented when Human Resources receives an electronic Personnel Action Form (ePAF). The committee recommends continuing this business practice given that it relieves the unit and/or supervisor from the added responsibility of reporting it to Human Resources. Additionally, the committee recommends that Human Resources continue to publish information regarding the location of the Employee Memorial wall but it should no longer publish a list of the individuals on their website. If someone should have a question, they should contact Human Resources directly to ensure it is coordinated and fulfills the families' wishes.