



BERGEN COMMUNITY COLLEGE POLICY

Policy Name:	Flags at Half-Staff				
Section #:	GADM 008-001.2021	Section Title:	General Administration	Former #:	
Approval Authority:	Board of Trustees	Adopted:	06/01/2021	Reviewed:	
Responsible Executive:	President	Revised:			
Responsible Office:	Office of Human Resources and Employee Relations	Contact:	<i>humanresourcesgroup@bergen.edu</i>		

1. Policy Statement

The policy provides guidelines for the flying of the Flag of the United States of America, the Flag of the State of New Jersey, and the Flag of Bergen Community College in the event of the death of a member of the Bergen Community College community or another event warranting same.

2. Reason for Policy

To ensure that flags are flown in accordance with proper flag etiquette.
 To carry out Executive Orders of the Governor of the State of New Jersey.
 To provide guidelines for flying the Flag of Bergen Community College at half-staff in memory of deceased students and employees.

3. Who Should Read this Policy

All members of the College community.

4. Resources

Office of Human Resources and Employee Relations
 Email: HumanResourcesGroup@Bergen.edu
 Phone: 201-447-7442
 Fax: 201-251-4987

Details regarding flag etiquette can be found at: <http://www.legion.org/flag/code>

5. Definitions

6. The Policy

- A. The Flag of the United States of America and the Flag of the State of New Jersey



- i. These flags shall be flown at half-staff as directed by the President of Bergen Community College in consultation with the Chair of the Board of Trustees upon receipt of an Executive Order of the President of the United States or the Governor of the State of New Jersey.

B. The Bergen Community College Flag

As an expression of college-wide mourning, the Flag of Bergen Community College on the Paramus Road entrance shall be flown at half-staff for a period of two (2) days as outlined below:

- i. On the occasion of the death of:
 - a) An enrolled student
 - b) A member or emeritus member of the Board of Trustees
 - c) A member of the administration or the executive team
 - d) A regularly employed member of the college faculty or staff

C. Flag Etiquette

It is important that the individuals responsible for flying the flags on all campuses be familiar with proper flag etiquette. Details regarding flag etiquette can be found at:
<http://www.legion.org/flag/code>

7. The Procedure

n/a