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|  | <b>LOS ANGELES COMMUNITY COLLEGES<br/>HUMAN RESOURCES GUIDE</b>  | <b>HR P-302</b>          |
|   |  | <b>DEATH OF EMPLOYEE</b> |
| <b>ISSUE DATE:</b> December 14, 2007  | <b>SERVICE:</b> <input checked="" type="checkbox"/> ACADEMIC<br><input checked="" type="checkbox"/> CLASSIFIED<br><input checked="" type="checkbox"/> UNCLASSIFIED |                          |
| <b>REPLACES:</b> Legacy Personnel Guides:<br>B-307 Death Reporting Procedure      | <b>CHANGES:</b> New  |                          |

## I. POLICY

It is the policy of the District to recognize that the death of an active employee or retiree requires that certain actions be taken by responsible individuals to insure that proper notifications are made, personnel-related business matters are handled expeditiously, and that undue inconveniences to the employee's survivors are minimized.

## II. DEFINITION:

- **Death Notification:** An internal administrative notification process, in verbal or written form, is used to notify designated District locations of an employee or retired employee's death. The LACCD death notification process is not a substitute for a medical death certification that may be required for certain benefits processing purposes.
- **Employee:** Any individual, regardless of job classification or employment status, who at the time of death was receiving or was entitled to receive a payroll disbursement check, or who was on an approved paid or unpaid leave of absence.
- **Retiree, Benefited:** A former employee of the LACCD receiving a retirement allowance from the State Teacher's Retirement System (CalSTRS) and/or California Public Employee Retirement System (CalPERS) and who also receives LACCD sponsored health benefits.

## III. REQUIREMENTS

- A. The death of an employee or student, regardless of employee service or job, represents a loss to the campus community as well as for family and friends of the deceased. Each location's specific response to a death will understandably vary according to the individual's affiliation with the District and the circumstances of the death.
- B. The death notification process is expected to vary according to the individual's affiliation with the District. The purpose of the required notification process is to initiate administrative actions needed to settle accounts and close the personnel and/or academic records of the deceased.
- C. **Notification Responsibilities:** The first employee notified of the death of an active or retired employee should notify the appropriate department head, or, in the absence of the department head, the location personnel office.
  1. **Employee's Department Head / Supervisor**
    - a. Notify Location Personnel Office of the death. If clarification of procedure is required, contact the Separations Desk, Human Resources, District Office (email: #DO Separations) or the location personnel office.

- b. Initiate separation action in the District's computer system.
- c. Report applicable information, including funeral arrangements, if known to the President's Office.
- d. Review and address applicable property issues:
  - **Personal Property:** Notify next of kin of any personal property that is in the department and discuss how items are to be handled. If any items of significant value or quantity are involved, an itemized inventory should be prepared. If applicable, pack and store items in a secure place until arrangements are made.
  - **District/College Property:** Identify what items were in possession of the deceased (equipment, keys, library books, laptop computer, etc.) and notify survivors, in writing if necessary, requesting return of the items to the college or division. If appropriate, arrangements may be made to pick-up the item(s).

**2. Location Personnel Office**

- a. Ensure that the death of any employee, whether it occurs on or off duty, is communicated to the college president or district office equivalent.
- b. Notify Separations Desk, Human Resources, District Office via email (#DO Separations) and submit Employee Death Notification Form (HR P-302) with the following information:
  - Name
  - Employee Number
  - Job Classification
  - College or Division
  - Department
  - Date of Death
  - Nature of Death, If Known
  - Next of Kin, If Known
- c. Ensure that the personnel separation action is processed.

**3. President, District Office Equivalent, or Designee**

- a. Ensure the appropriate location offices are notified.
- b. Send a condolence letter on behalf of the college to the next of kin.
- c. Prepare a location bulletin.

**4. Human Resource Division, Separations Desk, District Office**

- a. Notifies the following operational units:
  - Payroll Services, District Office
  - Benefits, District Office, if eligible
  - Exclusive Bargaining Unit Representative
  - Academic Senate, if faculty
  - District Office Retirement Services, if eligible
  - Notify the Industrial Accident Desk, Risk Management, District Office, if the death occurred on duty

- b. Determines if the employee has assignments at other locations within the District, and if so, ensures the President of the other location(s) is notified of the death and follows-up to ensure all assignments are terminated District-wide.
- c. Maintains the District's "Assistance to Beneficiaries" sheet providing contact information for assistance with determining applicable survivor benefits, i.e., final salary warrant, retirement system, life insurance, etc.

**5. Payroll Services, District Office**

- a. Places a temporary hold on the salary warrant, if applicable.
- b. Works with the location's time reporting staff to verify all time worked, absences taken, and if applicable, processes any payroll adjustments needed.
- c. Informs the beneficiary of record of the process required to release the final salary warrant and the requirement for a certified death certificate.
- d. Processes final payment(s) owed to the deceased employee and issues final warrant to beneficiary of record.
- e. Removes the employee from payroll runs as of the date of death.

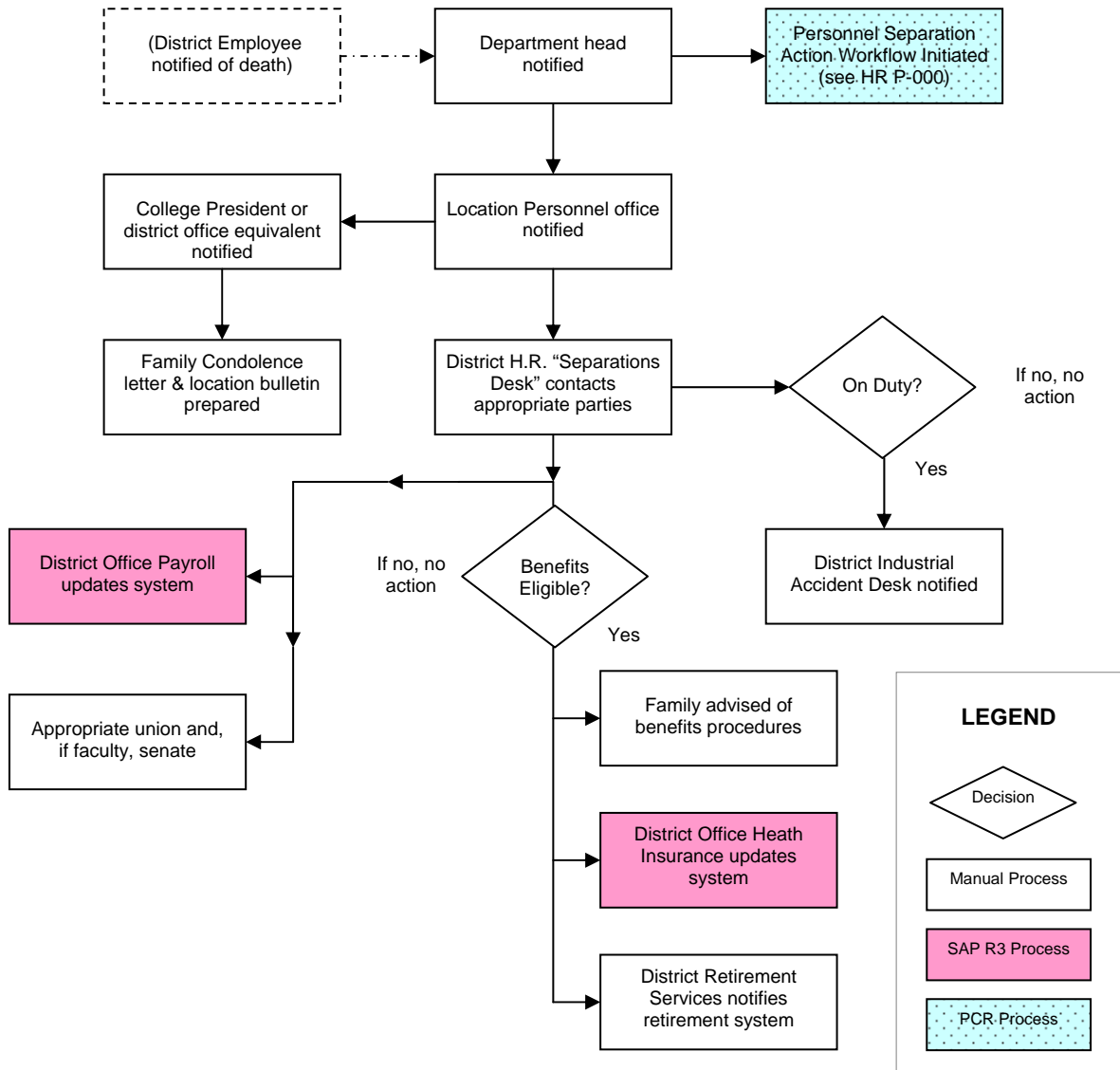
**6. Retirement Unit, District Office**

- a. Assists with California Public Agency Retirement System (CalPARS) notification
- b. Directs survivors to appropriate retirement system.

**7. Health Benefit Service Center**

- a. Assists in determining survivor benefit eligibility.
- b. If applicable, prepares life insurance claim and forwards it, along with certified death certificate, to insurance company.

FIGURE P-302 DEATH NOTIFICATION WORKFLOW



**D. Date of Death**

1. **Active Employee:** An employee is deemed to have resigned from District employment on the date of his/her death. If the employee is or was scheduled to work on the day of death or was on a paid absence status, the employee is paid for the entire day regardless of the time of death.
2. **Retiree:** A retiree is deemed to have terminated benefits from the retirement system on the date of his/her death.

**E. Assistance to Beneficiaries**

1. **Survivor Benefits:** When an employee dies, the surviving family members or named beneficiaries may be eligible for certain benefits. Although it is important to maintain contact with the family and offer assistance, it is equally important to ensure accurate information is provided on matters of payroll, insurance, and other benefits that may be available to the deceased employee's beneficiaries. Consequently, employees are to refer beneficiaries to the LACCD Benefit Service Center and retirement systems for assistance with determining eligibility.
2. **Certified Death Certificates:** Several District Office departments require a certified copy of the death certificate in order to process final payment and survivor benefits. The nature of the employee's affiliation with the District determines the number of certified death certificates that are required.
  - a. With the exception of CalPARS, the District does not notify retirement systems of an employee's death.
  - b. Table P-371B, LACCD Departments Requiring a Certified Death Certificate, summarizes certified death certificate requirements.

| <b>TABLE P-302<br/>LACCD DEPARTMENTS<br/>REQUIRING A CERTIFIED DEATH CERTIFICATE</b><br>(Original copy required unless noted otherwise.)  |                        |                 |                       |
|---|------------------------|-----------------|-----------------------|
| DEPARTMENT  | SERVICE                | EMPLOYEE STATUS |                       |
|   |                        | ACTIVE          | RETIREE               |
| Health Insurance Benefits <sup>1</sup>  | Academic<br>Classified | X               | X                     |
| Payroll Services <sup>2</sup>   | All                    | X               |                       |
| Retirement Services<br>(CalPARS Only)   | Academic<br>Classified | X <sup>3</sup>  | See Note <sup>4</sup> |
| <sup>1</sup> If life insurance is involved, original certificate is subsequently forwarded to the District's insurance carrier with District verified claim form. If life insurance is not involved, a photocopy of the death certificate may be used.<br><sup>2</sup> Original certificate must be initially provided. Payroll Services will make copy and return original upon if so requested.<br><sup>3</sup> Original certificate is sent to CalPARS.<br><sup>4</sup> The District does not notify retirement systems that a retiree has died. |                        |                 |                       |

**IV. ADDITIONAL SOURCES**

**LACCD HUMAN RESOURCE GUIDE**

- P-300 Separation
- P-310 Resignation
- P-370 Retirement