	HUMAN RESOURCES DESKTOP PROCEDURES		
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Chief Human Resource Officer	November 8, 2017		

PURPOSE

To establish procedures for actions to be taken by College staff to ensure that proper notifications are made and personnel-related business matters are handled expeditiously in the event of an employee death.

PROCEDURE

I. Reporting An Employee's Death


- a. The supervising administrator is responsible for notifying the supervising Vice President or Campus President and the Office of Human Resources, Benefits.
- b. The central point of contact is the Office of Human Resources, Benefits.

II. Department's Responsibilities

- a. If the death occurred at the College or while traveling on College business, prepare a First Report of Injury form after notifying the Benefits Office of the death. The College's First Report of Injury form must be sent immediately to the Office of Human Resources, Benefits Office. Any documentation which may have been received, such as police reports, should be included.
- b. Complete the termination process in myFSCJ and the Clearance form and submit directly to the Office of Human Resources.
- c. Pack and store personal items in a secure place until the Benefit's Office contacts the family.
- d. Initiate appropriate communication to staff and students, where applicable.

III. Office of Human Resources Responsibilities

- a. The Benefits Office will contact the family to answer questions, provide support and guidance, and arrange for personal belongings to be picked up, work with the funeral home, when applicable, and arrange for benefits to be completed.
- b. Obtain an official certificate of death from the family and notify beneficiaries of applicable life insurance benefits; retirement; and leave benefits entitlements.
- c. Obtain a W-9 from the beneficiary for the purpose of the final payment made by Finance/Accounts Payables.
- d. Notify survivors of any personal items in the department's possession that were the property of the deceased and discuss how such items are to be handled.
- e. Use the College's beneficiary form on file for the purpose of final pay and leave benefits entitlements.

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- f. Use the College’s life insurance provider’s beneficiary form on file for the purpose of processing the death claim for life insurance.
- g. Notify appropriate retirement system and insurance carriers.
- h. Terminate benefit election plans and offer COBRA to eligible dependents.
- i. Work with Payroll and Finance for final salary and lump sum benefits payments.
- j. Work with Risk Management, if applicable.
- k. Coordinate EAP resources with the department, if requested.

IV. Death of a Retiree

- a. The death of a retiree should be reported immediately to the Office of Human Resources, Benefits. The Benefits Office will work directly with the family regarding any applicable paperwork to be completed and cancelling retiree benefits if applicable.
- b. Obtain an official certificate of death from the family and notify beneficiaries of applicable life insurance benefits and retirement.

V. Required Forms

- a. Clearance form (to ensure all equipment, keys, badges, etc., are returned and security issues addressed).
- b. First Report of Injury form (if death occurred at the College or while traveling on College business).