

Procedure Title: Death of an Employee
Procedure Number: 06-2016-0002
Board Policy Reference: IV.B. Human Resources Direction

Accountable Administrator: President
Position responsible for updating: Chief Operating Officer
Original Date: October 17, 2016
Date Approved by Cabinet: 08/19/19
Authorizing Signature: *Original signature on file*
Dated: 08/19/19
Date Posted on Web: 03-08-22
Revised: 08-19
Reviewed: 01-22

Purpose/Principle/Definitions:

Provides direction to the College for a compassionate response and the effective management of communicating information regarding the death of an employee and the processing of final benefits and payment of wages.

Guidelines:

Notifications of an employee death will be forwarded to the President or his/her designee.

1. Death occurs at work:
 - a. 911 should be called.
 - b. The President or his/her designee should be immediately notified. The President will then notify the VP, Administrative Services; VP, Student Affairs; VP, College Relations & Advancement; VP, Instruction; and the employee's immediate supervisor.
 - c. The incident site and worksite of the employee should be secured.
 - d. College faculty and staff should not notify relatives. Death notification should be made only by non-college personnel trained to communicate such news in an appropriate manner and who are able to provide medical or other necessary assistance to the recipient of the death notification.

2. Death Occurs Off Campus:
 - a. Notification should be made immediately to the President or his/her designee. The President will then notify the VP, Administrative Services; VP, Student Affairs; VP, College Relations & Advancement; VP, Instruction; and the employee's immediate supervisor.
 - b. The worksite of the employee should be secured.
 - c. College faculty and staff should not notify relatives. Death notification should be made only by non-college personnel trained to communicate

such news in an appropriate manner and who are able to provide medical or other necessary assistance to the recipient of the death notification.

3. Notification

- a. The VP, College Relations & Advancement will work with the College's administrative team to develop the initial notification to employees and timeline for sending notification(s). Further communication will be developed and distributed as necessary.
- b. A member of the Executive team will contact the IMESD Crisis Flight Team for support.
- c. The VP, Administrative Services will contact OSHA if death/accident is work related.
- d. The Director, Human Resources will notify the workers' compensation carrier and benefits provider if the death/accident is work-related. The Director will also process the following:
 - i. Final paycheck
 - ii. Return of college property
 - iii. Access to emails and voice mail
 - iv. Terminate employees benefits as appropriate
- e. A member of the Executive team will assist the supervisor with boxing up the decedent's belongings and delivering them to the appropriate next of kin. Do not allow the decedent's family members or friends direct access to the decedent's office or other workplace storage areas.