

### PROCEDURES UPON THE REPORT OF DEATH OF AN EMPLOYEE OR RETIREE

1. Immediately after being made aware of the death of an active employee<sup>1</sup> or retiree, the College Human Resources Assistant should contact the designated Human Resources Specialist handling benefits at the District Human Resources Office.
2. The Human Resources Specialist will send an informational letter to the designated beneficiary of an employee regarding District health, dental and life insurance coverages and information on the appropriate retirement system contacts. District Payroll will send an informational letter regarding retirees. The Human Resources Specialist will be available to assist relatives of either employees or retirees in resolving benefit issues.

#### Life Insurance

1. District Human Resources retrieves the original Life enrollment and beneficiary designation forms from the District Payroll benefits file. Copies of these forms are left in the file.
2. District Human Resources completes the "Proof of Death" form for the life insurance.
3. Once District Human Resources receives the original Death Certificate, the items will be forwarded to the life insurance carrier for processing.
4. Once the claim has been processed the carrier will then submit a check to the designated beneficiary with a copy to District Human Resources.

#### Medical and Dental Benefits

A letter and benefit continuation form is sent from District Human Resources to the surviving spouse which indicates the surviving spouse and/or dependents may remain on the medical and dental plans for six months of District covered premiums. The surviving spouse/dependents may continue to remain on the plans by then paying the full premium. The surviving spouse is instructed in the letter to complete and return the benefit continuation form to District Payroll to indicate their intentions. If a completed continuation form is not received within six months following the death of the employee/retiree, the medical and/or dental benefits will be terminated by District Payroll.

#### Retirement System (PERS or STRS)

District Payroll will report the death to the appropriate retirement system.

#### Note:

During the year, spouse/dependent should notify District Payroll if changes in status occur.

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If an active employee dies on the job (industrial accident), or as a result of injuries suffered on the job, the Police Services Lieutenant who handles the investigation will notify Cal-OSHA immediately. The Director of Business Services (Chief Human Resources Officer at the District Office) will contact Cal-OSHA within 24 hours to confirm the Police Services Lieutenant's report.