CDU Policy I.E.00800 Death Policy

ISSUING OFFICER: Director of Human Resources

RESPONSIBLE OFFICE: Department of Human Resources

EFFECTIVE DATE: April 1, 2011

REVISED DATE:

SUPERSEDES:

POLICY I.E.00800 Death Policy

REFERENCES AND RELATED POLICIES

CDU-APM I.E00750 (Employment Separations)

At Charles R. Drew University of Medicine and Science the purpose of the death policy is to establish certain responsibilities concerning the notifications that need to be made to the various campus administrative and service departments in the event of the demise of a campus community member and to coordinate such actions expeditiously and sensitively with regard to the feelings of the family, relatives, and friends of the decedent.

PROCEDURE I.E.00800 Death Policy

In the event of the death of a current CDU staff, faculty or student of CDU, notifications must be confirmed only with the Department of Human Resources (staff and faculty members), Office of the President (staff and faculty members), or the Office of the Provost (faculty and students). Any one of the three can be the first to learn of the death of a staff, faculty or student of CDU.

Notification works best if notice delivered immediately to the aforementioned Department Head(s) expediently.

NOTIFICATION RESPONSIBILITIES

The responsibilities of campus staff and departments in the event of the death of a staff, faculty, or student of CDU are as follows:

1. Campus staff or departments who are informed of a CDU Death shall inform the appropriate department(s) (i.e., Department of Human Resources, Office of the President, or Office of the Provost) of the death immediately or as soon as practical. Provide the name of the deceased, department, date, time, and cause of death (if known), and contact information of the surviving relative(s).
2. Department of Human Resources staff is responsible for preparing a CDU Death Notice for any report of a CDU death received which is determined to be reliable. The completed CDU Death Notice shall be sent to the campus offices specified on the form. At their discretion and in accordance with the procedures, The President’s Office may direct the lowering of the flag to half-mast, may prepare a letter of condolence, and may prepare an Obituary notice.

3. Campus administration departments that receive notification of a CDU Death either directly or from the Department of Human Resources are responsible for confirming that the appropriate administrative actions have taken place. Refer to CDU Policy I.E. 00750 Employment Separations.

Upon notification of the death of a staff or faculty member, the Department of Human Resources must notify the Payroll Department immediately. In addition, the department must complete an EPAF to separate the deceased staff or faculty member. The Department of Human Resources will determine and contact the next of kin regarding the processing of health and welfare benefits.

Upon the death, the salary of a full-time staff or faculty member shall terminate at the end of the two-week pay period in which the death occurred. The staff or faculty member’s final check will be disbursed per the normal routine for that staff or faculty member. The staff or faculty member’s final W-2 will be mailed to the home address unless otherwise directed by the executor of the estate.

If a death occurs during the last quarter of the calendar year (Oct. 1-Dec. 31), the Department of Payroll needs to be notified. According to Internal Revenue Service rules, withholding from a staff or faculty member’s final check differs from the usual withholdings when the payment is made in the calendar year after the death. Payroll will monitor the final payment(s) to make sure the withholding is correct. The final check will not be released to a surviving relative without an Affidavit to Collect Compensation required by California Probate Code. The affidavit authorizes a Survivor to collect salary or other compensation owed including compensation for unused vacation.

**BENEFIT ADMINISTRATION**

The Department of Human Resources works with the respective health, dental, retirement, and life insurance plans to process claims and work with the surviving family members and/or executor to continue coverage, if desired. Spouse/domestic partner and/or children of an active staff or faculty member whose death occurs while employed may continue the University insurances until such time that the children lose their dependent status or the spouse either remarries or obtains employment that includes an insurance coverage.

**RETURNING UNIVERSITY PROPERTY**

The Department of Human Resources will accept the deceased staff or faculty member’s University items from the family, as well as answer questions and direct family members,
executors and/or representatives from employing departments regarding the following topics: email, ID cards, paychecks, work materials, the self-service website, University property located at home, personal property at the worksite, keys, etc.

Applicability: All Staff, Faculty, and Students