Deceased Employee

Policy

It is the policy of the DGS to offer to the spouse and/or immediate family of deceased employees all reasonable assistance necessary to consummate their final affairs.

Overview

Although is not a pleasant thought, we all must face the inevitability of death. In most instances, when a death occurs, families and friends must attend to the affairs of the deceased. Very few of us have taken the time to prepare adequate information to assist our families through the difficult period. In fact, most people are not aware of what must be done after the death of an employee.

Roles and responsibilities

The following table depicts the roles and responsibilities to process the separation of a deceased employee.

Role	Responsibility
Employee	Upon appointment or when there is a change of information, completes required forms (STD 241-beneficiary, STD 243-warrant designation, etc.)
Attendance Clerk	• Notifies the Personnel Specialist (PS) immediately via ABMS Quick Exit Alert of the employee's death • Notifies the deceased employee's appropriate chain of command • Obtains copy of deceased employee's death certificate and forwards to the PS • Forwards employee's time sheet to supervisor for review
Employee's Supervisor	• Reviews employee's timesheet (PAL) for accuracy, making changes if necessary • Approves timesheet and submits to the PS
Accounting Office	• Researches any outstanding travel expense claims, travel advances, salary advances, and accounts receivable • Issues final pay warrant
Classification and Pay (C&P) Analyst	• Provides information and support to the Office suffering the loss of an employee

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Deceased Employee, Continued

Roles and responsibilities
(continued)

Role	Responsibility
Personnel Specialist (PS)	• Prepares a Letter of Condolence for signature by the Director • Pulls the employee's Official Personnel Folder (OPF) to verify warrant designation (STD 243) • Secures a copy of the death certificate and provides a copy to Accounting • Reviews final timesheet • Projects final pay and accumulated leave credits to determine final lump sum payment • Completes the Employee Action Request (EAR) • Completes the Personnel Action Request (PAR) • Works with Accounting regarding any outstanding travel expense claims, travel advances or accounts receivable • Checks for salary advances • Completes Notice of Employee Death (DIA-510) and forwards to Department of Industrial Relations retaining copy for OPF • Completes Deceased Employee Data for and forwards to the State Controllers' Office retaining copy for OPF • Completes Request for Delivery of Warrants of a Deceased Employee • Prepares a letter to the deceased's family regarding continuation of health, dental, and vision benefits retaining copy in OPF • Processes the COBRA election forms continuing health, dental and vision benefits for employee's beneficiaries retaining copy in OPF • Mails COBRA vision enrollment form to eligible family members • Prepares and mails COBRA health and dental forms to dependents upon CalPERS determination that beneficiaries are not eligible for survivor benefits informing them to pay monthly premiums directly to appropriate carriers • Completes Report of Separation for Death-Request

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Resources The table below identifies a variety of resources related to this topic.

References	Sections
Human Resources Policy Memos http://www.dgs.ca.gov/ohr/Home/HRPolicyMemos.aspx	94-19
Law and Regulation http://leginfo.legislature.ca.gov/faces/codes.xhtml;jsessionid=ec740fb92d7f258ccc38ebd5c0c9 http://weblinks.westlaw.com/toc/default.aspx?Abbr=ca%2Dadc&Action=CollapseTree&AP=I8742A570D48E11DEBC02831C6D6C108E&ItemKey=I8742A570D48E11DEBC02831C6D6C108E&RP=%2Ftoc%2Fdefault%2Ewl&Service=TOC&RS=WEBL13.04&VR=2.0&SPa=CCR-1000&pbc=DA010192&fragment#I8742A570D48E11DEBC02831C6D6C108E	GC 19849.3, 22777 DPA Rule 599.636, .636.1
Memo of Understanding (MOU) http://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx	See applicable MOU
Payroll Procedures Manual (PPM) http://www.sco.ca.gov/ppsd_ppm.html	1900-1913
Responsible Control Agency and Program https://my.calpers.ca.gov/web/ept/public/systemaccess/selectLoginType.html http://www.calhr.ca.gov/Pages/home.aspx	CalPERS, CalHR
State Administrative Manual (SAM) http://sam.dgs.ca.gov/Home.aspx	0772, 8477.3-.32
SPB/DPA Policy Memos http://www.calhr.ca.gov/state-hr-professionals/Pages/policy-memos.aspx	PML 99-066
Other:	
Personnel Action Manual (PAM) (PAM is volume 2 of the State Contract Manual) http://www.dgs.ca.gov/pd/Resources/publications/SCM2.aspx	5.102, 6.1, 6.8, 6.11, 8.8