

UC Davis Policy and Procedure Manual

Chapter 380, Personnel--General

Section 40, Death of an Employee

Date: 3/22/13

Supersedes: 4/23/04

Responsible Department: Accounting and Financial Services

Source Document: Standing Order 103.8 of The Regents

I. Purpose

This section provides policy and procedures for notifications and death benefit payments following the death of an employee.

II. Policy

- A. Following the death of an eligible employee of the University, death benefits are paid to a survivor or the estate as described in [Standing Order 103.8](#) of The Regents.
- B. Payment for accrued vacation, salary, overtime credit, and amounts due from applicable retirement and employee insurance programs are also made by the University as appropriate.

III. Procedures

A. Notification

1. The department notifies Payroll (530-752-0987) and the Benefits Office (752-1774, Davis campus/734-8099, Sacramento campus) with the following information:
 - a. Employee name, position title, and department.
 - b. Date and time of death.
 - c. Cause of death (if known).
 - d. Name, address, and telephone number of nearest relative.
2. If the death occurred from a work-related accident, the department notifies Workers' Compensation and Environmental Health and Safety as described at <http://safetyservices.ucdavis.edu/safetynets/snml/sn121/SN121pdf>.
3. Payroll notifies the following offices:
 - a. Office of the President
 - b. Chancellor's Office
 - c. Human Resources
 - d. News Service
 - e. Academic and Staff Assistance Program (ASAP)
 - f. UC Retirement Plan (UCRP)
4. The Chancellor's Office sends a letter of condolence to survivors as appropriate.

B. Payment of Benefits

1. Payroll (Davis campus) or Human Resources—Records (Sacramento campus) enters the date of death as the effective date of separation in the Payroll/Personnel System.
2. Payroll:

- a. Prepares the check for death benefit payment to the appropriate survivor or the estate and mails the payment with a transmittal letter or arranges for personal delivery at the department head's discretion.
 - b. Computes and notifies survivor of salary, accrued vacation, and refundable fees or deposits, issuing check after execution of required legal documents.
 - c. Provides claim form to beneficiaries of University-sponsored life insurance coverage, certifying claim and filing with insurance carrier.
3. The Benefits Office provides survivor with information on survivor benefits and options.
 4. UCRP pays retirement system benefits and continues health insurance for eligible survivor.

IV. Further Information

- A. Departments may request access to deceased employee's electronic communications as described in [Section 310-24](#).
- B. Contact [ASAP](#) regarding services available to departments who have unexpectedly lost an employee.

V. References and Related Policy

- A. [Standing Order 103.8](#) of The Regents, Death Benefit.
- B. UC Accounting Manual Chapter [P-196-25](#), Payroll: Employee Death Payments.
- C. Personnel Policies for Staff Members 83, Death Payments.
- D. UCD Policy & Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):
 1. Section 280-10, Procedures in the Event of a Student Death.
 2. Section 310-24, Electronic Communications–Privacy and Access.
 3. Section 360-16, Display of Flags