



CHAPTER: Separation

SUBJECT: Death While Employed

POLICY NUMBER: 4.606

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RELATED POLICIES:

ENABLING RESOLUTION:

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DEPARTMENT OF PRIMARY RESPONSIBILITY: HUMAN RESOURCES

SPECIAL NOTES: This Policy/Procedures Manual does not in any way constitute an employment contract. Sedgwick County reserves the right to amend this Manual at any time subject only to approval by the Board of County Commissioners and the Governing Body of Sedgwick County Fire District Number One.

I. Purpose

The intent of this Policy is to inform Division Directors, Department Heads and Elected Officials what procedures to follow in the event an employee dies while under the employment of Sedgwick County.

II. Definitions

- A. Employee is any individual in the full-time or part-time employment of Sedgwick County.
- B. Supervisor is any supervisor within the Sedgwick County organization.
- C. County Manager's Executive Team includes the Deputy County Manager, Assistant County Manager for the Department of Public Services, Assistant County Manager for the Department of Public Safety, Code Enforcement and Emergency Management, and the County Engineer for the Department of Public Works.
- D. Elected Official includes the County Clerk, County Treasurer, Register of Deeds, District Attorney and Sheriff.
- E. Division Liaison is the employee identified by the division to serve as the primary point of contact between the family of the deceased and Sedgwick County.
- F. Human Resources Designated Representative is the Human Resources employee tasked with being the point of contact for the Division Liaison for all human resources related matters including payroll.

III. Procedure (Communication)

- A. Upon receiving notice of an employee death, the deceased employee's supervisor should be immediately contacted. In turn, the employee's supervisor should give immediate notification to a member of the County Manager's Executive Team the County Manager or Elected Official according to the Manager Critical Information Requirement (MCIR) protocol.

If employed in an Elected Official's Office, the supervisor should give immediate notification to their Elected Official. In the event a death notification to the family must occur, the County Manager's Executive Team member the County Manager or the Elected Official will provide that notification in conjunction with a uniformed Sheriff's Deputy or Chaplain.

- B. In the event the death occurs during a work-related activity, a supervisor should immediately go to the scene. In addition to notification of county management as noted above, that supervisor will notify:
1. Local law enforcement to ensure a public accident case is made.
 2. A representative of the Sedgwick County Risk Management Division.
 3. The Sedgwick County Human Resources Office.
- C. If the employee dies during work hours of a potentially non-work related cause, all notifications covered under III a and b above take place.
- D. If a Sedgwick County employee dies while away from work, the County Manager or a member of the County Manager's Executive Team, should immediately be notified.
- E. If the deceased employee was employed in an Elected Official's Office, the supervisor should give immediate notification to their Elected Official. The Elected Official will immediately notify the County Manager or a member of the County Manager's Executive Team.

IV. Procedure (Family Support)

- A. The County Division of the deceased employee will designate a Division Liaison who will serve as the primary liaison between the county government and the family members. The Division Liaison will provide the following services:
1. Initiate a direct face to face contact with the impacted family as soon as possible after death notification is made.
 2. Ensure all personal property items of the deceased employee, to which the county has access, are returned to the family as soon as possible. This may include the employee vehicle, if left on county property, as well as the contents of the employee's locker,

office or desk. In the event the obvious proper recipient of these items is not readily apparent or there are conflicting claims to the personal property items, the procedure set forth in Section V.F. shall be followed.

3. Be the direct liaison to the Human Resources Designated Representative concerning payment and logistics of the final paycheck and any other county benefits the deceased employee's beneficiaries would be eligible to receive. (See Section V)
4. Assist the family with any funeral arrangements or personal matters, within reason, as may be requested by the family.

V. Procedure (Personnel Action Form and Final Pay and Benefits Processing)

- A. The department of the deceased employee shall submit a Personnel Action Form (PAF) to Human Resources indicating the death of the employee.
- B. Human Resources will process the PAF and notify the Human Resources Designated Representative of the death of the employee.
- C. The Human Resources Designated Representative shall process all necessary benefit paperwork in partnership with the Division Liaison.
- D. The Human Resources Designated Representative will advise the Division Liaison of our Employee Assistance Program services that are available to assist co-workers in dealing with the death of a co-worker. If such services are requested, the Human Resources Designated Representative will coordinate the logistics.
- E. Subject to Section V.F., the earnings shall be paid since the last pay period, along with accrued vacation leave.
- F. The deceased employee's final payroll check, with accrued vacation, should not be paid until the lawful recipient is determined by the county-appointed representative with the assistance and advice of the County Counselor's Office. Any Court Ordered support or other withholding amounts, however, should be promptly reviewed to determine appropriate processing.