

Death of Employee - Supervisor Checklist

Upon notification of a deceased employee, complete the checklist actions with immediacy and sensitivity.

Action	Responsibilities
Notification/ Communication	<ul style="list-style-type: none"> ○ In the case of a work-related injury resulting in death, immediately notify the Environmental, Health and Safety (EHS) Office. The immediate notification should be verbal followed by written incident reports. ○ Meet with Department Head and/or Assistant Director to discuss notification of and procedures with campus offices and staff. Identify the internal point of contact to serve as the Response Team representative and manage further questions and communications. ○ Notify: Police and Public Safety, Risk Management, Associate Vice Chancellor for Human Resources, Benefits Office, and your Division Vice Chancellor's office of the death: 1) include contact information of the internal point of contact.; and 2) Provide deceased employee's name, date (and time) of death, current department, and any relevant details regarding the death. ○ Meet with staff. Advise of employee's death, if not already known. Discuss availability of Employee Assistance Program (EAP) for individual or workgroup counseling/debriefing and provide EAP contact information to staff. ○ Inform staff of internal point of contact to respond to colleagues' questions and concerns. ○ Inform staff to please limit the number of employees trying to contact the family directly; work thru the internal point of contact regarding ways in which staff can support the family (i.e., flowers, monetary contribution, etc.). ○ Inform the staff and Division Vice Chancellor of visitation and services arrangements once determined according to the family's wishes. ○ If the employee's services occur during business hours, discuss the plan for staff to attend and office coverage details during this time.
Access	<ul style="list-style-type: none"> ○ Verify the deceased employee's computer and building access have been deactivated. ○ Arrange in conjunction with the IT Service Help Desk to remove deceased employee from local systems and other lists as appropriate (e.g. School/Service web pages, University phone list).
Reassign duties and coordinate with Research and Economic Development	<ul style="list-style-type: none"> ○ Re-assign duties and redirect phone, voicemail, email, and mail communications to the designated member of staff immediately. In the instance of faculty, department chair immediately notifies Dean regarding classroom coverage plans and student records access. In the instance of research, faculty coordinate with the Dean regarding any grants/contracts.
Secure Personal Property	<ul style="list-style-type: none"> ○ Secure personal belongings of deceased employee. ○ Meet with management to discuss the arrangements for delivery/pick-up of personal property by family/representative. The department may arrange for the packing and delivery of belongings if the family prefers. A supervisor or close colleague may be an option if the family prefers not to be involved. ○ Communicate with University Library regarding any outstanding books/materials checked out by the employee. Return any outstanding items located and resolve any associated fees. Family/designated representatives should not be not be contacted regarding any fees due.
Payroll / Notice of Separation	<ul style="list-style-type: none"> ○ HR Records will enter the date of death and separation in the HR System.
Employee Assistance Program	<ul style="list-style-type: none"> ○ Contact Human Resources, Employee Relations, for ComPsych assistance for staff and family.
Status updates	<ul style="list-style-type: none"> ○ Keep Department Head/Assistant Director informed of all communication and other activities related to the death of an employee.

Each case will be different, as circumstances will vary; therefore, checklist is as inclusive as possible.

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