

In the event of an employee's death, The Campus Director will confirm the reported death, consult with the members of the deceased employee's family, and then notify the following offices to continue planning for notification to the College community:

1. President
2. Campus Director where the deceased employee worked
3. Vice President for Administrative Services
4. Payroll and Benefits Office

The Vice President for Human Resources will coordinate with SCC's Payroll, IT, and Benefits staff to ensure that:

- The deceased employee's final paycheck, including any unused personal and vacation leave, is processed and provided to the designated survivor(s).
- Information and contact data are provided to designated survivor(s) of options relating to insurance, retirement, COBRA, and other employee benefits.
- Personnel, IT, and Payroll records/accounts are updated to reflect the death of the employee and their separation of service from the College.
- The College's life insurance, retirement, and health insurance providers are contacted in writing to provide them with information regarding the employee's death and current contact information for the deceased employee's survivor(s).

Survivor Benefits

When an active College employee dies, the College will pay the employee's beneficiary or estate that amount of the employee's earned salary up to and including the day of their death and will assist with applicable benefit considerations.

The Human Resources Office will assist survivors with all appropriate survivor benefit information.

Related Policy: E-20

Admin Team Adopted: 10/21/22

Reviewed: 10/22/20, 08/10/21, 10/29/21, 12/10/21, 10/21/22

Next Review: TBD

Web link:

Tags: death of employee, survivor benefits