

SERVICE: All

ISSUED BY: Pers. Research (08-04-09)

REPLACES: PG: E 22 (8-4-04)

REFERENCE: Various

CHANGES: New reporting procedures and the addition of Attachment A for employees to complete. Updated office names and telephone numbers.

TERMINATION-DEATH
REPORTING PROCEDURES

1. Administrator and Supervisor Responsibility. Upon receipt of information concerning the death of an employee, the employee's immediate administrator or designee must notify the following offices as needed:
 - a. Local District/Division administrator. Please visit www.lausd.net for contact information.
 - b. Office of Risk Management and Insurance Services (only if death occurred on duty or while employee was on Industrial Illness or Injury Leave), (213) 241-3139
 - c. Payroll Services Branch, (213) 241-2896. Payroll services will report the death of the employee to the following offices, as appropriate:
 - (1) Human Resources Office
 - Certificated Placement and Assignments, (213) 241-5100
 - Certificated Administrative Assignments, (213) 241-6365
 - Adult Personnel Office, (213) 241-3174
 - Early Childhood Education Human Resource Unit, (213) 241-2404
 - Classified- Employment Transaction Services, (213) 241-6300
 - (2) STRS, PERS, or PARS
 - (3) Deduction Control, Health Insurance, Payroll, and Salary delivery
2. Information to be Reported When Reporting a Deceased Employee.
 - a. Payroll name and employee number
 - b. School or location to which last assigned
 - c. Name and address of next of kin, if known
 - d. Time and date of death
3. Employee Responsibility. Employees are advised to complete Attachment A and keep it with other important documents to assist family members in the event of their death. If possible Attachment A should be revised annually or when changes have occurred.
4. Assistance for Family Members. The administrator should provide a copy of this policy guide (E22) to family members and advise them that the deceased employee may have complete Attachment A and placed it with other important documents. Family members should follow the steps and procedures suggested on Attachment A.

Employee Checklist for Family Members

Please keep a copy of this completed form with your important documents/files

This checklist will assist your family members with death reporting procedures. Please complete and keep this checklist with other important documents to assist your family members when needed.

Employee Name _____ Employee Number _____
 Current location/division _____ Phone Number _____
 Immediate supervisor _____ Phone Number _____

Check and complete as appropriate. I am a member of the following retirement system(s):

- California State Teachers' Retirement System (CalSTRS), (800) 228-5453

Claims Section - Member Services Division

P.O. Box 15275

Sacramento, CA 95851-0275

- California Public Employees' Retirement System (CalPERS), (888) 225-7377

P.O. Box 1652,

Sacramento, CA 95812-1652

- Public Agency Retirement Services (PARS), (800) 540-6369, info@pars.org

Check and complete as appropriate. I am a member of the following bargaining unit:

_____ United Teachers Los Angeles (UTLA), (213) 487-5560

_____ Associated Administrators Los Angeles (AALA), (213) 484-2226

_____ Other: Name _____ Number _____

Other important information:

Checklist for Surviving Family Members to Follow

Procedures to follow after the death of a family member		Completed	Pending
1.	Contact payroll services to notify them of the employee's death (213) 241-2896		
2.	Contact the immediate supervisor as noted above.		
3.	Request at least six certified copies of the death certificate in order to apply for various survivor benefits.		
4.	Contact the District Employee Benefits Administration to determine eligibility for life insurance benefits (213) 241-4262.		
5.	Contact the appropriate retirement system(s) checked off above.		
6.	Contact the California Credit Union, (800) 334-8788, or the Los Angeles Schools' Federal Credit Union, (213) 830-0300, or any other financial institution regarding any open accounts or other benefits.		
7.	Contact the appropriate bargaining unit listed above.		
8.	Contact the Social Security Administration to determine eligibility and apply for benefits: Social Security Administration, (800) 772-1213		
9.	If the deceased has served in the U.S. Armed Forces, contact the Regional Office of the Veterans' Benefits Administration: (800) 827-1000		