


MISSOURI DEPARTMENT OF TRANSPORTATION  PERSONNEL POLICY MANUAL	Chapter Title Separations		
	Policy Title Notification of Death of Current or Former Employee		
	Policy Number 4004	Page 1 of 2	Effective Date January 1, 2009
Approved By Micki Knudsen, Human Resources Director, Signature on File	Supersedes Policy Number 4004	Page 1 of 2	Prior Effective Date July 1, 2005

POLICY STATEMENT

Districts/divisions/offices will provide notification to the Human Resources Division of either the death of an active employee or a member of the retirement system (including vested members and disability recipients) from their areas. The Human Resources Division will inform all districts/divisions/offices following receipt of these notifications.

PROVISIONS/REQUIREMENTS

1. If the death of an active employee occurred while at work, details as to whether or not it was job related must be provided to the Human Resources (HR) Division. If the death is job related, the district/division/office should also notify the Risk Management Division immediately.
2. Each district/division/office is responsible for maintaining contact with vested and retired members (including disability benefit recipients) who separated from the department from their area. Upon learning of the death of a former employee, the district/division/office is to notify the HR Division.
3. Upon notification, the HR Division will immediately notify the Director's Office and if the death was job related, the Community Relations Unit. If the deceased was a former employee, the HR Division will notify the executive director of the retirement system.
4. Districts/divisions/offices are to confirm the announcement of each death by completing a "Notification of Death" form, which is to be faxed to the HR

- Division. Upon receipt, the HR Division will notify all districts/divisions/offices of the death, arrangements, and survivors.
5. When a current employee dies, an Employment Status Maintenance (ESMT) transaction must be completed by the district/division/office, providing information about the date of death, remaining leave balances to be paid, and other relevant information.
 6. The appropriate district/division/office will assist the deceased employee's or retirement system member's surviving spouse, or other eligible beneficiaries, by fully informing them of any benefits to which they may be entitled from the retirement system, their credit union, department insurance programs, or the State Employees' Deferred Compensation Program. This assistance will include helping fill out any forms related to survivor benefits, death benefit claims, etc.
 7. The relevant district/division/office is responsible for notifying the executive director of the retirement system by letter of the death of a surviving spouse or other beneficiary receiving a benefit from the system.