


<b>MISSOURI DEPARTMENT OF TRANSPORTATION</b>    <b>PERSONNEL POLICY MANUAL</b>	<b>Chapter Title</b> Separations		
	<b>Policy Title</b> Notification of Death of Current or Former Employee		
	<b>Policy Number</b> 4004	<b>Page</b> 1 of 2	<b>Effective Date</b> April 1, 2023
<b>Approved By</b> Ashley Halford, Human Resources Director, Signature on File	<b>Supersedes Policy Number</b> 4004	<b>Page</b> 1 of 2	<b>Prior Effective Date</b> January 1, 2009

### **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 Safety and Emergency Management Unit 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 Communications Division. 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 sent 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 Transaction (ESMT) 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, department insurance programs, and/or the Missouri Deferred Compensation Program. The appropriate district/division/office should inform the deceased employee's or retirement system member's surviving spouse, or other eligible beneficiaries that they must also notify the retirement system of the death.
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.

**CROSS REFERENCES**

[Notification of Death Form](#)