

WHEN AN EMPLOYEE DIES DURING ACTIVE SERVICE

Number 13.12

Effective Date: July 18, 2016

Supersedes: Policy 13.11, dated July 1, 1999

Subject: When an Employee Dies during Active Service

Applicable To: All classified employees, as well as exempt and appointed, within the Executive Branch of the State of Vermont.

Issued By: Department of Human Resources

Approved By: Justin Johnson, Secretary of Administration

PURPOSE AND POLICY STATEMENT

The purpose of this policy is to describe the procedures that should be followed when an active employee dies. The State, as an employer, owes all necessary information, help and service to the immediate family of an employee who dies in active service. Agencies and departments should respond compassionately and humanely to the family's needs.

CONFIDENTIALITY

The Retirement office and certain individuals in the Department of Human Resources (DHR) are the only employees authorized to provide information about benefits, and then only to verified beneficiaries or estate executors. The amounts of insurance, names of beneficiaries, retirement benefits, and other information are personal and confidential and must be treated as such. This information must not be divulged to anyone who does not have a legitimate business reason to access the information including family members.

GENERAL GUIDELINES

All managers and supervisors must immediately inform their DHR Manager/Administrator of the death of an employee. The DHR Manager/Administrator will coordinate with the family about the employee's insurance benefits, and contact the DHR Payroll Division; Payroll will coordinate the final pay check and provide information on other benefits such as Retirement and deferred compensation.

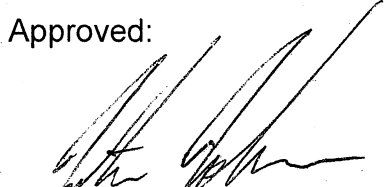
ON-THE-JOB DEATH

If an employee dies while on-the-job, in addition to the above, the HR Manager/Administrator will coordinate with the Vermont Occupational Safety and Health Administration (VOSHA) and Worker's Compensation.

If an active employee who is not a public safety officer dies as a result of the willful or reckless act of a third party which was motivated by the employee's status as a governmental employee or by the employee's performance of official State duties, the employee's estate shall be eligible to receive a lump sum payment equivalent to the benefit that is available for accidental death circumstances pursuant to the State's life insurance plan that is in place at the time of death. This benefit is available regardless of whether the employee participated in the State's life insurance plan. If the employee did participate in the State's life insurance plan, this benefit is in addition to whatever benefits are received under that plan. Payment of this benefit to the employee's estate is subject to the Vermont legislature appropriating the necessary funds. An eligible employee's estate must apply to the Department of Human Resources for this benefit within two years of the employee's death. Estates should contact the DHR Central Office for details regarding this process.

Public Safety Officer Benefits: The federal law provides lump sum payments to certain dependents of public safety officers killed in the line of duty. The term "public safety officer" includes firefighters and certain other law enforcement officers in addition to State Police.

Approved:


Justin Johnson
Secretary of Administration

7/19/2016
Date