

Disaster Prep and Response Resource Page

<https://www.shrm.org/hrdisciplines/safetysecurity/pages/dpphresources.aspx>

Workplace Violence Prevention

<https://apps.shrm.org/HRresources/keyworddetails.aspx?type=6&id=385>

Workplace Violence Response

<https://apps.shrm.org/HRresources/keyworddetails.aspx?type=6&id=182>

Information on Death of an Employee:

When an employee passes, co-workers are often left grief-stricken and confused. Less obvious, however, is the confusion regarding the administrative matters the employer must take care of to ensure all appropriate taxes and benefits are handled properly. SHRM has developed a detailed [checklist](#) of items to consider when dealing with an employee's death.

First, confirm the state law regarding final pay for deceased employees. As a general rule, an uncashed paycheck issued prior to the employee's death should be cancelled and a new check should be issued in the name of the employee's estate or beneficiary. The new check should have the same amount withheld for tax purposes as the old check.

In the likely event wages are still owed the employee at the time of death, issue a check made to the beneficiary or to the estate of the employee. Final wages paid within the same calendar year in which the employee died are not subject to Federal Income Tax Withholdings (FITW), but they are subject to taxes under the Federal Insurance Contributions Act (FICA) and the Federal Unemployment Tax Act (FUTA). If the wages are paid in the year following the employee's death, they are not subject to FITW, FICA or FUTA taxes.

Next, locate beneficiary designations for all benefits as quickly as possible. Schedule a time to meet with the beneficiaries, if it is possible, to discuss the benefits that the beneficiaries are eligible to receive and the process for administering the claims.

Third, treat accrued but unused vacation, sick, PTO, etc. leave in accordance with your **state law**. If no law exists, follow company policy.

The next step is to terminate health insurance according to policy as of date of death. If applicable, determine the balance of health care flexible spending account for health expenses prior to date of death and notify the family about the process to access these funds. If the employee had a spouse or dependents enrolled into the medical plan, notify these individuals of the option to continue their coverage under COBRA.

Finally, follow normal termination checklist to ensure the return of all equipment, keys, credit cards, etc. and to address security issues.

<http://www.shrm.org/TemplatesTools/hrqa/Pages/deceasedemployee.aspx>

Counseling: Death of Employee: How do I help employees deal with the death of a co-worker?

<https://www.shrm.org/TemplatesTools/hrqa/Pages/deathofacoworker.aspx>

Benefits & Pay Issues

How Do We Handle Unpaid Wages of a Deceased Employee?

<http://legacy.americanpayroll.org/pdfs/pt08d/d2108.PDF>

Sample Policies/Tools

A "Practical Management" Article Managing the Workplace After the Death of an Employee

http://www.cope-inc.com/org_manager/pma/eedeath.shtml

AZ: Reference Guide in the Event of a State Employee's Death (general guidance and sample letters starting on page 8) https://hr.az.gov/PDF/Employee_Death_Reference_Guide.pdf

Death of Employee

<http://www.cs.ny.gov/ssd/Manuals/SPMM/2200SeparationsLeaves/2236%20Death%20of%20Employee%20TM-9.htm>

Letter of Condolence to Family of Deceased Employee

<http://www.shrm.org/TemplatesTools/Samples/HRForms/Articles/Pages/LetterofCondolencetoFamilyofDeceasedEmployee.aspx>

Checklist for handling employee's death

http://www.shrm.org/TemplatesTools/Samples/HRForms/Articles/Pages/CMS_003755.aspx

Checklist: Death of an Employee

<http://www.beta.mmb.state.mn.us/doc/sema4/class/deathEEcheclikst.pdf>

Death of an Employee Sample Announcement Letter

<http://www.shrm.org/TemplatesTools/Samples/HRForms/Articles/Pages/Deat-Employee-Sample-Announcement-Letter.aspx>

Announce the Death of an Employee or an Employee's Relative

<http://www.writeexpress.com/announ33.html>

Additional Resources - Coworkers

Sudden Death of a Coworker

<http://www.shrm.org/Publications/hrmagazine/EditorialContent/2012/0212/Pages/0212fox.aspx>

Death in the Workplace: How to Cope

<http://abcnews.go.com/Business/death-workplace-cope/story?id=9118735>

Recovering from the Death of a Co-Worker

[http://www.opm.gov/Employment and Benefits/WorkLife/OfficialDocuments/handbooksguides/Trauma/Ch3.asp](http://www.opm.gov/Employment_and_Benefits/WorkLife/OfficialDocuments/handbooksguides/Trauma/Ch3.asp)

Death in the Family: How to deal with the tragic loss an employee

<http://www.shrm.org/Publications/hrmagazine/EditorialContent/0501/Pages/0501cov.aspx>

EAP Referrals for Grief Counseling

REACH EAP

http://www.reachline.com/?page_id=850