

I. PURPOSE / DESCRIPTION

The death of an employee is a serious loss to our entire campus community, and these guidelines exist to provide a framework for following procedures with dignity toward the employee, their family and friends, and the SJSU community in a consistent, timely and compassionate manner.

The Associate Vice President for Human Resources (AVPHR) or their designee will coordinate the institutional response in collaboration with appropriate university offices and a coordinator from the individual's department.

Department Managers are responsible for coordinating the clearance process and for completing the Employee Exit Clearance Form within five (5) working days of notification. In addition, departments are responsible for costs associated with any university property and resources the employee may have had and are unrecoverable. Public Affairs will handle any inquiries from the media.

Each case will be different, as circumstances will vary; therefore, these guidelines are as inclusive as possible. Any questions you have regarding the clearance process, please contact Human Resources (HR) at (408) 924-2250.

II. REPORTING AND RESPONDING RESPONSIBILITIES

A. DEPARTMENT MANAGER RESPONSIBILITY

1. Review this guideline, the manager's checklist and complete the Employee Clearance Form.
2. Follow your department's internal chain of command reporting process to inform HR of this urgent matter.
3. In reporting the death to HR, share as many details as are known at the time.
4. Designate a department coordinator who will act as the liaison between the department and HR to complete an inventory and packing of the employee's personal belongings.
5. Enter and approve any outstanding absences in PeopleSoft.
6. Submit clearance form and the employee profile to HR within five (5) working days of notification.

B. HUMAN RESOURCES RESPONSIBILITY

1. The AVPHR or designee gathers as many details and informs the President and Provost via email, with a copy to the Vice Presidents and Human Resources Coordinating Council (HRCC).
2. Contact the next of kin as soon as possible and meet with the family should they decide to come to campus.
3. If the incident occurs during the employee's shift, notify CalOSHA within two (2) hours of being notified of the death.
4. Ensure the University EAP provider, CONCERN, is briefed of the situation and is available if a department requests a grieving session. Additionally, Counseling Services should also be briefed for students who need assistance.
5. Release final payment to the employee's designee.

C. DIVISION VICE PRESIDENT RESPONSIBILITY

1. Contact the appropriate Dean/Associate Vice President by phone to inform them of the death.
2. Work with the Dean/AVP to identify a department coordinator. This individual's role will be the liaison between the department and Human Resources.

D. PRESIDENT RESPONSIBILITY

1. The President or designee will send a letter of condolence to the family within two working days of the notification of the employee death.

E. UNIVERSITY POLICE DEPARTMENT RESPONSIBILITY – Responding to a death on campus

1. Immediately respond to the scene to verify the death.
2. Inform the Coroner's Office, and they will notify the family.
3. The Chief notifies the VP of Administration and Finance who will notify the AVPHR, President, President's Cabinet and Chancellor's Office.

III. RELATED FORMS

- Employee Clearance Form
- Death of an Employee Checklist for Managers

This checklist is designed to assist managers when the death of a current San Jose State University employee occurs. Please contact Human Resources (HR) with any questions regarding this checklist.

Department Manager	
<input type="checkbox"/>	Contact the Associate Vice President of Human Resources (AVPHR) or designee and share as many details as are known, i.e. employee's name, department, date of death, contact name or the reporting employee, and contact phone number.
<input type="checkbox"/>	Provide HR with the following documents/information within five (5) working days of notification: <ul style="list-style-type: none"> ▪ Employee profile ▪ A completed Employee Clearance Form ▪ Enter and approve outstanding absences in PeopleSoft
<input type="checkbox"/>	Complete inventory and pack up any personal belongings. Please contact HR if boxes are needed.
<input type="checkbox"/>	Send personal belongings to HR for pick-up by the family.
<input type="checkbox"/>	Ensure all phone voice messages are cleared and greeting updated.
<input type="checkbox"/>	Inform HR if EAP services and/or resources are needed for the department.
<input type="checkbox"/>	Notify Counseling Services of the situation so they are available to meet with students who need assistance.