

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

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

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| <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:
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. |
- Inform HR if EAP services and/or re