



Policy Title:	Employee Death – Administrative Response and Communication Protocol
Policy #:	06-002-0050
Effective Date:	08/04/2026
Approved by:	Telly Delor, Chief Operating Officer
Functional Area:	Human Resources
Responsible Leader:	Stephanie Shank, Human Resource Director
Policy Owner:	Kristy Dennis, Human Resource Manager
Applies to:	SCCCMH Staff

Purpose: To provide guidance for responding to the death of an employee in a manner consistent with SCCCMH's C.A.R.E.S. values of Compassion, Accessibility, Relationships, Empowerment, and Service Excellence, ensuring communication and administrative processes are managed with empathy, professionalism, collaboration, and respect while maintaining compliance with legal, payroll, benefit, and operational requirements.

I. Policy Statement

It is the policy of St. Clair County Community Mental Health (SCCCMH) to respond to the death of an employee with professionalism, dignity, sensitivity, and respect. SCCCMH will ensure timely, thoughtful, and consistent communication, accurate employment record processing, appropriate handling of final compensation and benefits, protection of confidential information, and support for employees impacted by the loss.

Human Resources is responsible for coordinating administrative and communication processes to promote consistency, collaboration, and compliance with applicable laws, collective bargaining agreements, benefit plan requirements, and organizational procedures.

II. Standards

- A.** Administrative separation processes not specific to employee death are addressed in Administrative Policy #06-001-0115 Personnel: Resignation/Retirement/Termination Process.

- B.** Information regarding an employee's death will be managed with sensitivity and shared only with individuals who have a legitimate business need to know, consistent with privacy requirements and family wishes when known.
- C.** SCCCMH will coordinate employment-related communication with the employee's emergency contact or family member, when appropriate.
- D.** Separation of employment due to death will be processed in accordance with applicable payroll, benefits, legal requirements, and Administrative Policy #06-001-0115 Personnel: Resignation/Retirement/Termination Process, as applicable.
- E.** Access to systems and facilities will be discontinued in a timely manner to protect confidential information.
- F.** Employees impacted by the loss may be provided with information regarding available support resources.
- G.** Voluntary Contributions and Collections:
 - 1. SCCCMH recognizes that employees may wish to express support to a colleague's family in meaningful and personal ways. While these gestures are appreciated, such efforts are not coordinated or facilitated by SCCCMH nor are they reviewed, approved, or monitored by SCCCMH.
 - 2. Any efforts initiated by employees are voluntary and conducted in a personal capacity, separate from their role with SCCCMH. Participation is entirely optional, and employees should not feel any expectation or obligation to contribute.
 - 3. SCCCMH resources, including work time, communication channels, and materials, should not be used to solicit or manage these efforts unless specifically approved.

III. Procedures, Definitions, and Other Resources

A. Procedures

Actions

Action Number	Responsible Stakeholder	Details
1.0	Supervisor	1. Notify Human Resources upon learning of the death of an employee.

Action Number	Responsible Stakeholder	Details
2.0	Human Resources	2. Confirm information through a reliable source. 3. Notify Executive Leadership, Payroll, Benefits, IT, and other departments as appropriate. 4. Serve as, or designate, the primary organizational contact responsible for coordinating employment-related communication with the employee's family member, beneficiary, or emergency contact, as appropriate.
3.0	Human Resources and Leadership	5. Coordinate internal communication to staff, considering confidentiality, operational needs, and family wishes.
4.0	Human Resources	6. Process separation in HRIS using deceased employee status.
5.0	Payroll	7. Process final compensation in accordance with applicable law, collective bargaining agreements, benefit plan provisions, and Administrative Policy #06-001-0115 Personnel: Resignation/Retirement/Termination Process, including payment to the employee's estate or beneficiary, as applicable.
6.0	Human Resources	8. Notify benefit carriers and coordinate benefit termination and continuation options for eligible dependents or beneficiaries, including COBRA continuation coverage, in accordance with plan requirements.
7.0	Information Technology	9. Disable system access including network, email, and other internal systems in accordance with Administrative Policy #08-001-0010 Computer Information System Security.
8.0	Supervisor	10. Coordinate retrieval of SCCCMH property including identification badge, keys, equipment, and materials in accordance with Administrative Policy #06-001-0115 Personnel: Resignation/Retirement/Termination Process.
9.0	Human Resources	11. Provide information regarding available support resources to impacted employees, including resources available under Administrative Policy #06-001-0135 Personnel: Employee Assistance Program (EAP), as appropriate.

B. Related Policies

Administrative Policy #06-001-0115 Personnel: Resignation/Retirement/Termination Process

Administrative Policy #06-001-0135 Personnel: Employee Assistance Program (EAP)

Administrative Policy #08-001-0010 Computer Information System Security

C. Definitions

1. *Beneficiary*: Individual designated by the employee to receive applicable benefits.
2. *Emergency Contact*: Individual identified by the employee for contact in the event of emergency.
3. *Final Compensation*: Wages or compensation due to the employee at the time of death.

D. Forms

N/A

E. Other Resources (i.e., training, secondary contact information, exhibits, etc.)

N/A

F. References

1. Society for Human Resource Management (SHRM) checklist: Death of an Employee
2. State of Michigan wage and hour requirements related to final pay
3. Applicable collective bargaining agreements
4. Benefit plan documents

IV. History

- Initial Approval Date: 08/2026
- Last Revision Date: BY:
- Last Reviewed Date: BY:
- Non-Substantive Revisions: BY:
- Key Words: employee death, termination process, final pay, benefits administration