

SERVICE: All
ISSUED BY: Personnel Research (1-11-24)
REPLACES: PG: E 22 (1-16-15)
REFERENCE: Various
CHANGES: Updated office names and telephone numbers

TERMINATION - DEATH
REPORTING PROCEDURES

1. Administrator and Supervisor Responsibility: Upon receipt of information concerning the death of an employee, the employee's immediate administrator or designee must notify the following offices as needed:
 - a. Region or Division administrator: Visit <https://www.lausd.org/regions> or <https://www.lausd.org/offices> for contact information.
 - b. Payroll Administration: Visit <https://www.lausd.org/Page/1083> for the Deceased Employee Notice form. The completed form and a copy of the Death Certificate shall be emailed or mailed to the following.
 - Email: payrollsupport@lausd.net
 - Mail: Attention to Payroll Administration 27th Floor– 333 South Beaudry Avenue, Los Angeles CA 90017Payroll Administration will report the death of the employee to the following offices, as appropriate:
 - (1) Human Resources Office
 - Adult and Career Education, (213) 241-4953
 - Certificated Administrative Assignments, (213) 241-6365
 - Certificated Assignments and Support Services, (213) 241-5100
 - Classified Employment Transaction Services, (213) 241-6300
 - Early Childhood Education Human Resources, (213) 241-2404
 - (2) Health Insurance
 - c. Office of Risk Management and Insurance Services (only if death occurred on duty or while employee was on Industrial Illness or Injury Leave), (213) 241-3139.
2. Information to be Reported when Reporting a Deceased Employee:
 - a. Payroll name and employee number
 - b. School or Office location to which last assigned
 - c. Name, address, and phone number of next of kin, if known
 - d. Time and date of death
3. Employee Responsibility: Employees are advised to complete the *Employee Checklist for Family Members* form (Page 2) and keep it with other important documents to assist family members in the event of their death. If possible, the *Employee Checklist for Family Members* form should be revised annually or when changes have occurred. Please visit <https://www.lausd.org/Page/1083> for the Warrant Recipient Designation form. Employees are advised to update and maintain their established designee's information as current as possible.
4. Assistance for Family Members: The administrator should provide a copy of this policy guide (E 22) to family members and advise them that the deceased employee may have completed the *Employee Checklist for Family Members to Follow* form (Page 2) and placed it with other important documents. Family members should follow the steps and procedures suggested in the *Employee Checklist for Family Members* form.

Employee Checklist for Family Members

Please keep a copy of this completed form with your important documents/files. It is meant to assist your family members with death reporting procedures if necessary.

Employee Name _____ Employee Number _____
 Current Location/Division _____ Phone Number _____
 Immediate Supervisor _____ Phone Number _____

I am a member of the following retirement system(s):

- California State Teachers' Retirement System (CalSTRS), (800) 228-5453
 Claims Section - Member Services Division
 P.O. Box 15275
 Sacramento, CA 95851-0275
- California Public Employees' Retirement System (CalPERS), (888) 225-7377
 P.O. Box 1652,
 Sacramento, CA 95812-1652
- Public Agency Retirement Services (PARS), (800) 540-6369, info@pars.org

I am a member of the following bargaining unit:

_____ United Teachers Los Angeles (UTLA), (213) 487-5560
 _____ Associated Administrators Los Angeles (AALA), (213) 484-2226
 _____ Other: Name _____ Number _____

Other important information:

Checklist for Surviving Family Members to Follow

Procedures to follow after the death of a family member		Completed	Pending
1.	Contact the immediate supervisor (listed above).		
2.	Contact Payroll Administration to notify them of the family member's death at (213) 241-2570.		
3.	Request at least six (6) certified copies of the death certificate in order to apply for various survivor benefits.		
4.	Contact the Benefits Administration office to determine eligibility for life insurance benefits (213) 241-4262.		
5.	Contact the appropriate retirement system(s) - checked above.		
6.	Contact the California Credit Union at (800) 334-8788, or the Los Angeles Schools' Federal Credit Union at (213) 830-0300, or any other financial institution regarding any open accounts or other benefits.		
7.	Contact the appropriate bargaining unit (listed above).		
8.	Contact the Social Security Administration to determine eligibility and apply for benefits at (800) 772-1213.		
9.	If the deceased has served in the U.S. Armed Forces, contact the Regional Office of the Veterans' Benefits Administration at (800) 827-1000.		