



EDMONDS SCHOOL DISTRICT NO. 15
Human Resources Division

Feb. 2007	HR PROCEDURE FOR DEATH OF AN EMPLOYEE, EMPLOYEE'S RELATIVE OR FORMER EMPLOYEE	IX-M
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For a Current Employee

UPON NOTIFICATION

- Call District Emergency Number 425-431-6898 (x6898) to deploy:
 - Flight Team Coordinator;
 - Community Relations Manager; and
 - Human Resources representative as applicable.

RESPONSIBILITIES

Flight Team Coordinator

- Work directly with building administration or program supervision to determine priority and method of communication to impacted staff.
- Determine what level of support is needed for impacted staff, students, and potentially parents and school community at large.
- Deploy Flight Team as needed.
- Contact Far West for employee support.
- Team with Community Relations representative on communication needs.

Community Relations

- Determine and work with family designee or representative on what family's wishes are concerning release of information.
- Team with Flight Team Coordinator on communication timing and wording.
- Gather biographical data.
- Provide one District All Edmonds email when appropriate, including memorial and/or funeral service information once available.
- Coordinate media requests as necessary and in keeping with the family's wishes.
- Ensure communication goes to Superintendent's office and School Board in a timely manner, as necessary.

Supervisor

- As the main liaison with the family, contact Flight Team Coordinator and /or Community Relations for consultation and advice regarding communications with family.
- Contact Assistant Superintendent for support and assistance.
- Provide appropriate and timely information to staff, students, and parent community as appropriate, based on family's wishes and potential impact of loss to school(s) and support departments.
- Contact Human Resources to coordinate release of staff for memorial services, if applicable.
- At an appropriately determined time, secure ALL personal belongings of employee, and deliver to the family. It is the right of the family to determine distribution of all personal belongings.
- Coordinate building memorial activity in consultation with family.
- Arrange substitute; notify substitute of the reason they are being called.

Human Resources

- Notify Payroll/Benefits Department
- Refer family to Benefits Department
- Provide general support and guidance for the supervisor
- Notify appropriate employee group leadership
- Process HRTF immediately

For Former Employees

UPON NOTIFICATION

- Contact Community Relations (7044)
- Contact Human Resources (7023)

RESPONSIBILITIES

Community Relations

- Contact Flight Team Coordinator to review impacts of death on current employees.
- Gather biographical data.
- Determine appropriate notification to staff in consultation with family or designee.

For a Current Employee's Family Member

UPON NOTIFICATION

Contact Flight Team Coordinator and/or Community Relations Manager

RESPONSIBILITIES

Flight Team Coordinator

- Work directly with building administration or program supervision to determine priority and method of communication to impacted staff.
- Determine what level of support is needed for impacted staff, students, and potentially parents and school community at large.
- Deploy Flight Team as needed.
- Contact Far West for employee support.
- Team with Community Relations representative on communication needs.

Community Relations

- Determine and work with family designee or representative* on what family's wishes are concerning release of information.
- Team with Flight Team Coordinator on communication timing and wording.
- Gather biographical data.
- Provide one District All Edmonds email when appropriate, including memorial and/or funeral service information once available.
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