

Deceased Employee Checklist

Whether it's sudden or expected, the death of an employee can be traumatic for staff and management. Here are some steps you can take to ensure you have the tools to support your staff.

1. Immediate Response and Communication

If death (or serious accident/illness) occurs at work or is work related:

- Call 911.
- Call the employee's emergency contact person, if designated, or other known family member to advise of the situation.
- Send a spokesperson from management to the hospital to meet family (optional).
- Contact Sondra Faul in Risk Management & Insurance Program: Sondra.K.Faul@uth.tmc.edu or 713-500-8127.
- Follow other steps below.

If death occurs outside of work:

- Provide the family with Benefits contact information: Benefits@uth.tmc.edu or call 713-500-3935.
- Notify the Benefits Department immediately by emailing Benefits@uth.tmc.edu. Include employee name, date of death, contact name and phone number.

Notify employees/executives with most critical need to know first, including HR.
 - UTHHealth HR: 713-500-3180
 - UTP HR: 832-325-7671
 - HCPC HR: 713-741-4748
- For all Healthcare Providers, contact Risk Management to cancel Professional Liability Insurance by emailing Catherine.R.Thompson@uth.tmc.edu.
- UTP managers can notify operational areas by using the Change Notification link: [UT Physicians Change Notifications Electronic Form](#)
- Notify remaining employees by calling a meeting and stating you have some sad news to share. Be direct and concise, but also tactful and sympathetic. Explain that their co-worker has regrettably passed away, express how the news has affected you personally and mention some good memories of the employee. Give employees time to express their feelings and allow any to go home who are not able to work. Inform them that further details will be forthcoming.

- Arrange grief counseling for employees through the EAP at 713-500-3327. Provide grieving employees with time off as needed (immediately if they witnessed the death).
- Coordinate with Public Affairs by calling 713-500-3030 and follow internal policies and procedures for contact with the media.
- Be sensitive to the family and ask for the name of a contact person who can provide funeral details when known. Provide the family with a departmental contact if the family representative is unavailable to return calls.
- Inquire if the family would prefer flowers or a donation to a specific charity or organization in the employee's memory.
- Designate an internal contact person for employees who have questions or concerns to prevent employees from contacting the family directly.

2. Handling Arrangements and Maintaining Operations

- Notify clients with direct relationships and reassign work as appropriate.
- Arrange to redirect phone, voicemail, email and mail communications. Requests for email forwarding, email access and out of office messages should be sent to HREmployeerelations@uth.tmc.edu.
- Cancel parking by contacting the Parking Office at Parking@uth.tmc.edu.
- Begin employment termination processing by following normal procedures. Work with family representative to ensure all equipment, keys, credit cards, etc., are returned and security issues are addressed.
- Complete employee's timesheet and then enter PASS transaction in PeopleSoft to terminate employment. Use Termination as *Action Code* and Death as *Reason Code*. If needed, enter PASS transaction to change reporting relationships and/or timekeeper
- Have designated contact person keep track of all notes, flowers, etc., that arrive following the death so that they can be responded to and collected for the family. Photographing flower arrangements received is an option when the family has suggested donations in lieu of flowers
- Arrange for packing and delivery of personal items (ask family how they want this handled). A close colleague or supervisor is best choice if family prefers not to be involved.

3. Faculty Members

- Notify the School's dean's office and the department chair of the death and of visitation, memorial service and memorial gift arrangements.
- Notify the School's faculty or academic affairs office.
- Notify UTHealth Faculty Affairs Office:
 - Terrie Schade-Lugo: 713-500-3062
 - OFAD@uth.tmc.edu
- Coordinate with Sponsored Projects Administration to notify appropriate grant/funding agencies by contacting Kathleen Kreidler at 713-500-3999.
- Ensure students are informed and aware of services offered through Student Health Services to cope with grief.
- Ensure classes are reassigned.

4. Planning for Memorial Service/Funeral

- Determine where to send flowers according to the family's wishes. Flowers may be paid for from a department budget.
- Inform employees if donations are requested in lieu of flowers. Donations are not made with UTHealth funds.
- Inquire about the family's wishes for an in memoriam on the UTHealth intranet, university website or one of our official social media channels. Communicate and coordinate arrangements with Public Affairs.
- Inquire if the funeral services will be open to employees and if they are, arrange for time off if needed to attend the services. Consider the impact on business but also recognize that many employees may feel a need to attend the service and be flexible in allowing this time.
- Consider a special or lasting tribute within the department, taking into consideration the culture of the organization, how well known the person was and employee suggestions. Ideas include holding a service separate from the funeral, displaying a plaque in the office, or creating a memory book for the family with notes and photography from employees.
- Work with the Office of Development if there is interest in creating a memorial fund or scholarship or to provide a donation to the University Classified Staff Council scholarship fund. Phone number: 713-500-3200.