



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 70.22, Employee Deaths

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish orderly and timely procedures for dealing with TTUHSC employee deaths.

REVIEW: This HSC OP will be reviewed on March 1 of each odd-numbered year (ONY) by the Assistant Vice President for Human Resources and the Chief of Police, with recommendations for revisions forwarded through administrative channels to the Executive Vice President for Finance and Administration by March 15.

POLICY/PROCEDURE:

1. **Policy.** It is the policy of TTUHSC to handle employee deaths, the payments of benefits to designated beneficiaries, and the distribution of personal property belonging to the employee on campus at the time of death, in an orderly and timely manner. To facilitate in the administration of this policy, the following procedures and responsibilities are assigned:
2. **Administration, Deans, and Department Heads.**
 - a. In the event an employee death occurs on campus, the Texas Tech Police should be notified immediately and subsequent emergency action taken under their direction. The Human Resources Office should then be notified after the emergency subsides.
 - b. In the event an employee's death occurs off campus, the Texas Tech Police should be notified, and the Human Resources Office should be notified by the employee's administrator within the first working day that the event is known, and the employee's work site should be secured. The administrator is responsible for maintaining the security of the employee's work site until relieved of that responsibility by the Texas Tech Police Department.
 - c. The administrator is responsible for completing and forwarding through normal administrative channels an electronic PERSONNEL ACTION FORM (ePAF) to remove the employee from the payroll effective the close of business the last day worked or on paid leave.
 - d. If the death is a result of an on-the-job injury, the administrator is responsible for following the procedures outlined for on-the-job injuries in HSC OP 70.13.
3. **Texas Tech Police.** The Texas Tech Police Department shall handle emergencies associated with an employee's death on campus in accordance with standard operating procedures for handling equivalent emergencies involving non-employees.

In addition, upon receiving notice of an employee's death, the Texas Tech Police shall dispatch an officer to the work site of the employee. If the employee works in an area which can be secured, the police officer in charge at a regional center shall make arrangements to have the locks changed and shall secure the area and shall retain the key at the Police Department. If the employee works in an area which cannot be secured, the police officer shall notify the departmental administrator or another representative of the department in the event the administrator is not available, and with their assistance, search the employee's work station for private property and/or other valuables which do not belong to TTUHSC. All property and

valuables on TTUHSC property not clearly personal by markings or by nature of the property shall be assumed to be the property of TTUHSC. If private property items are identified, a record shall be prepared by the department representative and the items and inventory will be given to the police officer for secure storage at the Texas Tech Police Department. The employee's department will be responsible for storing a deceased employee's personal property should the quantity of personal property exceed two boxes.

If the area is secured at the time of death, arrangements shall be made within a reasonable time thereafter for a police officer, a representative of the employing department and a representative of the Human Resources Office to enter the area, identify, inventory and remove personal

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