

CHAPTER 31
DECEASED EMPLOYEES
REVISED APRIL 2015
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CHAPTER 31

DECEASED EMPLOYEES

1. POLICY. It is the policy of this Department to offer the family of a deceased employee, active or retired, all reasonable assistance necessary to consummate their final affairs. Commanders shall refer to Highway Patrol Handbook 10.13, Guide to Employee Death, for guidance and direction if an employee death occurs. This guide provides information regarding issues such as notifications, incident management, funeral planning, benefits, employee assistance, and support groups.

2. NOTIFYING RETIREES. When an "All Commands" Communications Network message is received regarding the death of a current or retired employee, commanders shall alert one of the designated retired employees on the alert list provided by the California Association of Highway Patrolmen. The contacted retiree will assume the responsibility for notifying other retired employees on the notification list.

3. DESIGNATION OF PERSON AUTHORIZED TO RECEIVE WARRANTS OF DECEASED EMPLOYEE.

a. STD. 243, Designation of Person(s) Authorized to Receive Warrants. A STD. 243 is completed by the employee to designate a person or persons who, upon the death of the employee, shall be entitled to receive and negotiate warrants issued to the employee by the Office of the State Controller for payment of time worked and/or lump-sum payments for accumulated credit. Warrants due the deceased employee can be released only to a designee who is 18 years of age or older. Single persons with minor dependents need to obtain legal advice in order to leave final warrants to a minor.

b. Applies to Payroll Warrants Only. The designation on the STD. 243 does not establish or change the beneficiary for anything other than the receipt of state payroll warrants. Separate notices are required to establish/change beneficiary designations for retirement, group insurance, and employee organization benefits. Refer to Highway Patrol Manual (HPM) 10.3, Personnel Transactions Manual, Chapter 10, Retirements, and HPM 10.3, Chapter 12, Name, Address, Telephone, Marital Status - Emergency Information.

4. RELEASE OF WARRANTS OF DECEASED EMPLOYEE.

a. Issuance of Warrants. Warrants will be issued in the name of the deceased employee. They will bear a certification from the Department permitting the designee to endorse and cash the warrant.

b. Forms to be Completed by the Designee. When Human Resources Section (HRS) forwards a deceased employee's final warrant(s) to their command, a CHP 448, Request for Delivery of Warrants of a Deceased Employee, will be included along with an Internal Revenue Service (IRS) Form W-9, Request for Taxpayer Identification Number and Certification. Prior to the release of a deceased employee's warrant(s) to a designee, the designee must complete both forms. Commanders shall ensure the CHP 448 and IRS Form W-9 are completed and returned to HRS for inclusion in the deceased employee's file.

c. STD. 243, Not on File or Indicates None. If the deceased employee does not have a STD. 243 on file or None is entered in the space provided for a designee, refer to the provisions of the Probate Code (State Administrative Manual Section 8477.32).

5. FINANCIAL ASSISTANCE FOR DESIGNEE OF DECEASED EXCLUDED OR BARGAINING UNIT 5 EMPLOYEE. If an excluded or Bargaining Unit 5 employee suffers a death due to an illness or injury which was not incurred in the line of duty, a request may be made to the Commissioner to allow the donation of leave credits to provide direct financial assistance to the deceased employee's designee. Refer to HPM 10.3, Chapter 19, Employee Benefits.

6. FAMILY DEATH. Upon approval by the employee, the death of a member of an employee's immediate family may be reported by Communications Network message to the Communications Network Message System, Death category. Information shall include the name of the deceased, relationship to the employee, the date and circumstances of the death, and the funeral arrangements.