

Department of Behavioral Health
TRANSMITTAL LETTER

SUBJECT Reporting and Employee's Death		
POLICY NUMBER DBH Policy 770.3	DATE DEC 17 2013	TL# 222

Purpose. To prescribe the procedure for the prompt reporting of an employee's death to the Department of Behavioral Health (DBH), Division of Human Resources (DHR). If followed, this procedure will serve to assure that the payment of benefits to an employee's survivors will not be delayed unnecessarily.

This revision adopts the policy from the former Department of Mental Health, now merged into the new Department of Behavioral Health, in accordance with the DBH Establishment Act of 2013.

Applicability. Applies DBH-wide.

Policy Clearance. Reviewed by affected responsible staff and cleared through appropriate Behavioral Health Authority offices.

Implementation Plans. Specific staff whose roles are relevant to the implementation of this policy should be trained, as needed. Program managers are responsible for following through to ensure compliance.

Policy Dissemination and Filing Instructions. Managers/supervisors of DBH must ensure that staff are informed of this policy. Each staff person who maintains policy manuals must promptly file this policy in the DBH Policy and Procedures Manual.

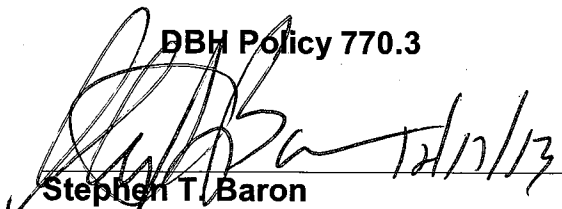
ACTION


REMOVE AND DESTROY

DMH Policy 770.3

INSERT

DBH Policy 770.3


Stephen T. Baron
Director, DBH

<p>GOVERNMENT OF THE DISTRICT OF COLUMBIA</p>  <p>DEPARTMENT OF BEHAVIORAL HEALTH</p>	<p>Policy No. 770.3</p>	<p>Date DEC 17 2013</p>	<p>Page 1</p>
<p>Supersedes DMH Policy 770.3, same subject, dated August 16, 2004.</p>			
<p>Subject: Reporting an Employee's Death</p>			

1. **Purpose.** To prescribe the procedure for the prompt reporting of an employee's death to the Department of Behavioral Health (DBH), Division of Human Resources (DHR). If followed, this procedure will serve to assure that the payment of benefits to an employee's survivors will not be delayed unnecessarily.

2. **Applicability.** Applies DBH-wide.

3. **Authority.** Department of Behavioral Health Establishment Act of 2013.

4. **Reporting the Death of and Employee.**

4a. When a supervisor receives notification of the death of one of his/her employees, he/she shall report the death by telephone immediately (within 24 hours unless there are mitigating circumstances) to the DHR. The supervisor shall provide as much information as possible concerning the employee, i.e., date of death, cause of death, the name and address of his/her next of kin, and the work location within the Department of Behavioral Health (BHA, SEH) to expedite processing. This information shall become part of the employee's personnel file and as such will be protected pursuant to District personnel regulations. The supervisor will also advise the next of kin to immediately contact the DHR.

4b. The DHR shall take immediate action with respect to unpaid salary, refunds, and benefits which may have accrued from government employment, and will clarify and provide any additional information which might be helpful in completing the necessary forms. This branch will also be responsible for requesting the D.C. Standard Form 52 (Request for Personnel Action) from the respective work location (BHA, SEH, to complete the employee's personnel record and to establish a basis for paying unpaid salary or refunds to the employee's survivors.

4c. If additional information concerning the death is received within the next 24 hours, such information should be reported immediately by telephone to the DHR.

5. **Assistance to Deceased Employee's Survivors.** If an appropriate opportunity is presented, supervisors should offer to assist the deceased employee's survivors in retrieving personal effects left at DBH, and in making appropriate contacts in the DBH, Division of Human Resources (DHR) for information concerning the benefits payable and assistance in making application for death benefits.

Approved by:

Stephen T. Baron
Director, DBH

(Signature)

(Date)