

Williamson County Board of Education



Adopted Date:
6/17/02

5.311

DEATH BENEFITS

1 The school system will provide a death benefit payment for those employees classified as regular
2 full-time and who die while in an active pay status.

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4 1. For regular full-time employees, the death benefit payment is comprised of:
5 a. Salary earned but unpaid at the time of death; plus,
6 b. Unused annual leave based on the schedule set forth by Board policy but not to
7 exceed 24 days; plus,
8 c. One month's regular pay at the salary rate in effect at the time of death; plus,
9 d. Unused accrued sick leave not to exceed 60 days.
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12 2. Death benefits are not applicable for those employees appointed to a temporary or
13 part-time position.
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15 Death benefit payment will be made payable to the administrator of the estate of the deceased.
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17 Employer life insurance will be paid to the beneficiary or the estate of the deceased employee.
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19 Survivor dependents will receive medical and dental coverage at no cost for a period of one year.
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22 If it is determined that the employee's death occurred as a result of and was directly related to the
23 performance of his/her job duties, covered dependents will continue medical and dental coverage
24 until such time as the dependents would lose their eligibility under the guidelines described in the
25 medical plan. The Human Resources Department will review each situation annually in order to
26 make appropriate adjustments. The Board of Education may consider waiving the dependent
27 contributions for extenuating circumstances.
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29 The Human Resources Director or designee will coordinate procedures to ensure that
30 beneficiaries or the estates of deceased employees are promptly informed of any benefits to which
31 they are entitled. This will be accomplished through the following steps:
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- 34 1. The school principal / immediate supervisor of the deceased employee shall notify
35 the Human Resources Department of the employee's death, the date of death and
36 the name of next of kin, if known, or the executor and/or administrator of the
37 deceased's estate.
38 2. The school principal / immediate supervisor shall request the next of kin, executor
39 or administrator to provide the Human Resources Department a copy of the official
40 document naming the executor or the administrator of the estate and a copy of the
41 Death Certificate.
42 3. The Finance Department shall complete the appropriate final pay computations due
43 to death.
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