
SUBJECT: BENEFIT IN THE EVENT OF AN EMPLOYEE OR SPOUSE'S DEATH

1.0 PURPOSE

- 1.1. To provide a special Benefit payment in the event of the death of an Eligible Employee of the College, or their spouse, who dies while in an active pay status.

2.0 DEFINITIONS

- 2.1. Benefit: A payment made by the College in the event of an Eligible Employee or spouse's death.
- 2.2. Eligible Employee: A full-time Regular Staff Member, Administration Employee, or Faculty Member, or a Part-time Staff Employee with more than 5 years of college service.
- 2.3. Administration Employee: Officers of the administration whose primary responsibilities are management and general business operations including the President, Vice-Presidents, Associate Vice Presidents, Assistant Vice Presidents, and other administrative employees as designated by the employee's MOU.
- 2.4. Faculty Member: A person who is a member of the College's full-time Faculty as defined in Policy.
- 2.5. Regular Staff Member: a staff member whose employment is of a continuous nature, initially funded for a non-temporary period, who has successfully completed the probationary period. This includes exempt and non-exempt employees not covered by a similar faculty procedure, but excludes Probationary Regular Staff Employees, At-will Employment Employees, Administration Employees, Part-time Staff Employees, Temporary Employees and Adjunct Faculty. Normally, a Regular Staff Member is one assigned to work 75% or more in a position expected to last more than 6 months that is a full-time benefits eligible position and defined as a Regular Staff Member in an employment MOU. May also be referred to as Regular Staff Employee.
- 2.6. Part-time Staff Employee: a staff member whose employment is of a continuous nature, and initially funded for a non-temporary period. A Part-time Staff Member is one assigned to work less than 75% in a position expected to last more than 6 months that defined as a Part-time Staff Employee in an employment MOU.

3.0 POLICY

- 3.1. If an Eligible Employee of the College dies while actively employed by the College, the College will pay the balance of that month's salary, accrued vacation and compensatory leave, and a Five Thousand Dollar (\$5,000.00) Benefit. If a spouse of an Eligible Employee dies while the Eligible Employee is actively employed, the College will pay a Five Thousand Dollar (\$5,000.00) Benefit.

4.0 PROCEDURES

- 4.1. Eligible Employees may complete a DESIGNATION OF BENEFICIARY FORM to be used solely for the payment of the Benefit in the event of the death of the employee. The form will be retained in the employee's personnel file. The beneficiary noted on the DESIGNATION OF BENEFICIARY FORM is not printed on any statement or record that is routinely sent to the employee; therefore, it is the employee's responsibility to ensure that the information on the form is correct. This beneficiary designation is revocable at any time by completing and submitting a new form to the campus human resources office. If a DESIGNATION OF BENEFICIARY is not filled out the Benefit will be paid to the employee's lawful spouse if any and then in accord with Utah intestacy law.
- 4.2. In the event of the death of a spouse the Benefit payment will be made to the Eligible Employee and if the Eligible Employee does not survive the spouse then in accord with Utah intestacy law.
- 4.3. Payments made to an Eligible Employee after the death of a spouse will be made through the normal payroll process.
- 4.4. After the death of an Eligible Employee, unpaid wages, salary, and vacation will be paid through the normal payroll process, and the \$5,000 benefit will be paid through the accounts payable process.
- 4.5. The Benefit may be taxable and will be reported in the regular income of the Eligible Employee according to current tax law.
- 4.6. Survivor(s) may be requested to supply appropriate information and must reasonably cooperate to qualify for payment of the Benefit.