

# REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:**

**Responsible Office:** Human Resources  
Employee and Retiree Service Center

## **Notification and Assistance in Event of the Death of an Employee/Retiree**

### **I. PURPOSE**

To establish procedures for notifying appropriate offices and offering aid to the spouse or other beneficiary upon the death of an MCPS employee or retiree

### **II. PROCEDURE**

#### **A. Death of an MCPS Employee**

1. Upon notification from the spouse or next of kin of an active employee's death, the employee's supervisor will telephone the Employee and Retiree Service Center (ERSC) and report the date of death.
2. Staff in the ERSC will:
  - a) Prepare a resolution for Board of Education action, which becomes the basic content of a letter from the superintendent to the next of kin
  - b) Notify by telephone
    - 1) The Office of the Superintendent
    - 2) The Office of Human Resources
    - 3) The Montgomery County Teachers Federal Credit Union
    - 4) MCEA, SEIU Local 500, or MCAASP, as appropriate
    - 5) The Department of Communications
  - c) Terminate all assignment records and computer access

- d) Prepare the Maryland State Retirement System Form #28 and send to the Department of Financial Services for anyone who is a member of the Maryland State Retirement/Pension (retirement codes 5 or E)
  3. Staff in the ERSC will prepare the final salary payment in the name of the deceased employee. An employee who has direct deposit will receive his or her final pay through direct deposit. A separate payment will be prepared for earned annual leave as of the date of death on a normal cycle. The payment will also be prepared if the employee had five years of service, had accrued sick leave, and was otherwise eligible for this benefit.
  4. Staff in the ERSC will contact the named beneficiary by letter and assist the beneficiary in securing the following MCPS related benefits:
    - a) Final salary and other payments
    - b) MCPS group term life and supplemental life insurance death benefit
    - c) MCPS Retirement/Pension System benefits
    - d) Maryland State Retirement/Pension System benefits, if applicable
    - e) Social security, tax deferred annuity (403(b), 457), COBRA, and other benefits
- B. Death of an MCPS Retiree
  1. Upon notification from the spouse or next of kin of a retiree's death, the individual receiving the notice will telephone the Employee and Retiree Service Center and report the date of death.
  2. Staff in the Employee and Retiree Service Center will:

Notify by telephone

    - a) The MCPS Retirees Association
    - b) The Office of Public Information
  3. Staff in the Employee and Retiree Service Center will contact the named beneficiary and assist the beneficiary in securing the following MCPS related benefits:

- a) MCPS group term life and supplemental life insurance death benefit, if applicable
- b) MCPS Retirement/Pension System benefits, if applicable
- c) Maryland State Retirement/Pension System benefits, if applicable
- d) Social security, tax deferred annuity (403(b) and 457 plans), COBRA, and any other applicable benefits

**Regulation History:** New Regulation February 25, 1988; revised February 23, 1999; revised November 11, 2002; revised March 4, 2005.