

DEPARTMENT OF PUBLIC WORKS MANAGEMENT MANUAL

Personnel Directive

Subject: DEATH OF AN ACTIVE CITY
EMPLOYEE

ADOPTED BY THE BOARD OF PUBLIC WORKS, CITY OF LOS ANGELES

June 20, 2007

PERSONNEL DIRECTIVE NO.48

FOREWORD

Settling estates is often a very complicated matter that must be dealt with when family members may be in an extreme emotional state. Personal attention in the way of patience, tactfulness and understanding will help ease their grief. If the survivor telephones, take their name and telephone number and ask a member of the professional staff of the Office of Management Employee Services to contact them rather than referring them through the maze of City Hall telephones. If they should appear in person, please escort them, whenever possible, to the Office of Management Employee Services instead of referring them since they may not be familiar with the different buildings that make up the City Hall complex.

Do not attempt to counsel survivors regarding retirement benefits. These benefits can become quite confusing based on the employee's designation of beneficiary, marital entanglements and community property laws. The Employee Benefits and Retirement offices will determine this information and inform the family accordingly.

PROCEDURE

1. Upon receiving notice of an active City employee's death, the employing Bureau/Office should notify as soon as possible the appropriate liaison of the Office of Management Employee Services, Employment Services Division of the date of death. A payroll document will be prepared which will notify the Controller, Retirement, Accounting and Personnel of the employee's death.
2. All paychecks of the deceased employee should be immediately returned to the Paymaster's Office of the Controller.
3. Supervisors should collect the deceased's personal effects and have them ready for survivors to receive. Some discretion may be necessary in determining whether or not certain items should be passed along or thrown away. It is also the supervisor's responsibility to see that any City property assigned to the deceased is also returned (i.e. keys, I.D., etc.)
4. Survivors should be referred to the Liaison Services Division of the Office of Management Employee Services where they will be told what papers are necessary for them to bring which can ease and shorten their trip to City Hall. An analyst will also personally accompany them through the necessary steps to receive last paychecks and make arrangements for all future checks.

Attached for your information is a checklist of some items, which will be discussed with survivors by the Office of Management Employee Services.

CITY OF LOS ANGELES
Department of Public Works
Office of Management Employee Services

CHECK LIST FOR SURVIVORS

The following list is intended as a guide to survivors of Department of Public Works employees' in settling the estate of the deceased. It should not be assumed that this is a complete list or that all items apply in all cases. The analyst assigned to assist the family should first obtain a payroll printout from PAYSR to determine what organizations received payments through the deceased employee's payroll deductions. This will determine which of the following notifications need to be made. **The family should also be encouraged to obtain at least 5 certified copies of the death certificate, as each agency will normally require an original, certified copy when filing claims for benefits.**

Final Pay Checks - Contact the Controller's Office either Eda (213) 978-7482, or Josie (213) 978-7484, 200 N. Main St., Room 341, City Hall East, Los Angeles, CA 90012 in order to make arrangements with the paymaster to obtain and cash any pay checks due to the employee.

Employee Benefits (health/dental/life insurance) – Contact the Employee Benefits Section, Robbye Howard (213) 978-1591, or Erika Hill (213) 978-1646. They will help determine beneficiary benefits and coordinate medical, dental, and life insurance issues for survivors. This should be done as soon as possible in the event that benefits are available to assist with burial costs for the survivors.

City Employees Retirement System (LACERS) - For an explanation of benefits available to surviving beneficiaries Contact the Death Benefits Section (800) 779-8328 or:

Retired employee death:

For last name A-M, contact Audrey Dymaly (213) 978-6851

For last name N-Z, contact Marlene Brown (213) 473-7181

Active employee death:

Hoa Huynh (213) 473-7116

LACERS, 360 East Second Street, 2nd Floor, Los Angeles, CA 90012. The following documents will be required in order to complete any benefits claims filed:

- a) Surviving Spouse - You will be required to furnish a certified copy of the death certificate, a marriage certificate, dissolution papers for all prior marriages, your social security number, and your birth certificate.
- b) Minor Children - (no surviving spouse). You will be required to furnish a certified copy of the death certificate, copies of each child's birth certificate, social security number, and guardianship papers.
- c) Other Beneficiaries - You will be required to furnish a certified copy of the death certificate and your social security number.
- d) Family Death Benefits - You will be required to furnish for any minor children (under age 18) copies of birth certificate(s) and social security number(s).

NOTE: If death occurred in Los Angeles County, copies of the death certificate may be obtained about two weeks after death from the Los Angeles County Registrar/Recorder at 12400 East Imperial Hwy, Norwalk, CA 90650 (562) 462-2137.

Credit Union (LAFUCU) - Contact the Los Angeles City Employee Federal Credit Union (213) 484-8640, ext. 6354 (Deceased Accounts), 303 South Glendale Blvd., Glendale, CA 91205, to check on possible loans or shares the employee may have had.

Worker's Compensation – Contact Shelia Payne (213) 473-3378, if the employee was killed in the line of duty, they will coordinate with Employee Benefits to determine available survivor benefits. (This contact information may change after September 2007)

Savings Bonds – Contact the Treasurer's office at (213) 978-1713. If there is a co-owner, the remaining bonds will go to that person. If not, any remaining bonds will go to the address on file. Once the Controller receives the Form 41 they will notify the Treasurer to stop any future deductions.

Sick and Vacation time payout – Check with the Payroll Supervisor of OMES to determine what time is available to be paid out and when this can be done.

Personal Effects - Contact the employee's supervisor at the work site to make arrangements for picking up any personal effects, and returning any City property (i.e. keys, I.D., cell phones, etc.).

Los Angeles City Employee Association (LACEA) – If the deceased employee was a member of this association, contact Ceclia Camacho, Claims Administrator, (213) 620-6983 for an explanation of benefits.

All City Employees Benefits Services Association (ACEBSA) - If the deceased employee was a member of this association, contact them at (213) 485-2485 for an explanation of benefits.

Unions – The benefits available to survivors vary with each of the employee organizations. Contact the appropriate Union to determine available survivor benefits.

- A. SEIU Local 721 – Contact (213) 482-6660, ext. 223 – They prefer to speak directly to the beneficiary.
- B. LIUNA Local 777 - Contact Berney Insurance at (818) 223-9030. They will send the claim forms directly to the family. Also contact Pensions at (800) 544-7422.
- C. Los Angeles County Building and Construction Trades Council – Contact them at (213) 483-4222. They have several locals and will refer the survivor to the appropriate one.

Those not listed should be contacted directly to determine whether or not there are benefits available.

Social Security - While City employees do not pay into social security, the survivor may be entitled to social security benefits due to prior employment. Check the social security office nearest your home to determine if there are any benefits available (800) 772-1213.

Veterans Benefits - Contact the Veterans Administration Office nearest your home to determine if there are any veterans benefits available. (800) 827-1000.

Group Life Insurance - Contact all unions, employee associations, fraternal organizations, etc., of which the employee may have been a member, to determine if there are any death benefits payable.

City Employee Parking Fee - Contact Commute Options and Parking at (213) 978-1655, 200 N. Spring Street , City Hall, Room 867, Los Angeles, CA 90012, to determine if a refund is due from parking fees.

WILLIAM P. WEEKS, Director
Office of Management Employee Services

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