



DEATH OR CRITICAL INJURY TO EMPLOYEE

Background

The district recognizes that should there be a death or critical injury of an employee, either on or off the job, that arrangements must be made to treat the family and/or relatives of the employee with dignity and to protect both the employee's and school district's property.

Procedures

1. As soon as possible upon learning of the death or critical injury of an employee, the supervisor shall contact the director of human resources and, in partnership with the human resources department or the health and safety officer in the event of an onsite injury or death, shall proceed to secure any and all private property of the employee in a safe, secure place. These items are to be returned to the employee's family or legal representative upon request.
2. The director of human resources will notify the superintendent's office of a death or critical injury to an employee.
3. Where a deceased or injured employee is in possession of school district property, whether a vehicle, tools, keys, etc., every effort shall be made to secure this property only whenever absolutely necessary. Where it is possible to carry out the operations of the district for a short period of time without the return of the school district property, such property shall be left for a reasonable time, so as to disturb family members as little as possible.
4. In the event of the death of a current employee, the superintendent's office or designate shall contact the employee's family to express condolences on behalf of the district and to confirm whether or not they wish notification to go out to district staff of a memorial service.
5. If requested by the deceased's family, notification of a memorial service for current employees and employees who have retired or left the district within the past five years, will be sent to district staff by the superintendent's office.

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