UCLA Procedure 160.1: Employee Death Response and Reporting

Issuing Officer:	Vice Chancellor CHR and Chief People Officer
Responsible Dept:	Campus Human Resources
Effective Date:	March 16, 2026
Supersedes:	UCLA Procedure 160.1, dated June 21, 1999

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I. PURPOSE AND SCOPE

In accordance with UCLA Policy 160: Employee and Student Death Response and Reporting, this Procedure outlines the reporting and notification requirements in the event of the death of a UCLA Employee. It applies to Employees (excluding student employees), as well as Emerita/Emeritus and academic and non-academic appointees.

This Procedures does not apply to the coordination of responses and/or actions of campus police, health care professionals, or other campus emergency response personnel in the event of an Employee death or situations which may result in a death.

II. DEFINITIONS

Defined terms are capitalized throughout this Policy.

For the purposes of this Procedure, see UCLA Policy 160.

III. PROCEDURES

Any University personnel who receives information about an Employee's death must follow the procedures outlined below.

RESPONSIBILITY	ACTION

Employee's Department/School	When notified of Employee's death:
	• Completes a UCLA Death Notice (see UCLA Policy 160, Attachment A) as thoroughly as possible based on available information. Email the form to the Chancellor's Office at receptionist@conet.ucla.edu.
	  - This form compiles information about the individual's employment status, personal details, and survivor(s).
	• Promptly submits a separation transaction in UCPath to formally separate the Employee.
	• Submits a UC Path Inquiry to notify UCPath of the death so that a Benefits Care Coordinator (BCC) can be assigned to the case:
	  1. Go to: *Submit An Inquiry*
	  2. Select Topic: *Benefits*
	  3. Select Category: *Other Benefits Inquiry*
	  4. Enter Subject: *Employee Death*
	  5. Enter Description: *I am reporting the death of an employee*
	  6. Verify contact number and email address
	  7. Click *Add Attachment*, if necessary
	  8. Click *Submit*

UCPath	• Processes final pay and the one-month death payment (if applicable). • Provides administrative support to the Employee's survivor(s). Contact the next of kin and guide them through the necessary steps. • Assigns a UCPath Benefits Care Coordinator (BCC) to the case. Contacts beneficiaries and/or dependents to provide information about health insurance, life insurance, and other applicable benefits. • Ensures the Employee's survivors receive support throughout the benefits process and communicates with additional benefits providers as needed.
Chancellor's Office	• Notifies Executive Communications to prepare a letter of condolence on behalf of UCLA to Employee's next of kin or other appropriate persons within a reasonable period of time. • In accordance with UCLA Procedure 115.1, the Chancellor's Office staff may direct Facilities Management to lower the University flag to half-mast.
Facilities Management	• If directed by the Chancellor's office, prepares a laminated name card and place it at the base of the University flag at Pauley Pavilion, in accordance with UCLA Procedure 115.1: Lowering of University Flag to Half-Mast.

IV. REFERENCES

1. UCLA Policy 160: Employee and Student Death Response and Reporting
2. University of California Personnel Policies for Staff Member PPSM-83: Death Payments
3. UCLA Procedure 115.1: Lowering of University Flag to Half-Mast (Upon Death of Employee or Elected Student Government Official)

Issuing Officer

/s/ Christine Lovely
Vice Chancellor CHR and Chief People Officer

Questions concerning this policy or procedure should be referred to the Responsible Department listed at the top of this document.