Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf.

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at http://windward.hawaii.edu/Policies/Campus/. This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

Angela Meixell
Chancellor
WINDWARD COMMUNITY COLLEGE
Administration, Personnel

REPORTING OF AND ACTIONS REQUIRED UPON DEATH OF A COMMUNITY COLLEGE EMPLOYEE

1. Purpose:

To establish campus procedures at Windward Community College for the implementation of CCCM 2300, Reporting of and Actions Required Upon Death of a Community College Employee.

2. Procedure:

a. Faculty/Staff Responsibility:

Notify the Director for Administrative Services of death of employee as soon as possible.

b. Director for Administrative Services:

* Notify the Provost.
* Notify the Office of the Chancellor for Community Colleges by telephone.
* Notify the University Payroll section by telephone.
* Prepare the follow through with required actions listed on the Checklist of Actions Required to Ensure Timely Receipt of Death Benefits, Attachment 2.
* Prepare and submit Attachments 3 or 4, as appropriate, providing written notification to the Chancellor, Payroll, and Personnel Offices.
* Prepare and submit:
  * SF-5B or Form 6 as appropriate;
  * Health Fund Form N-1; and,
  * Form G2, Transfer of Vacation and Sick Leave Credits.

c. Provost and Employee's Administrative Supervisor:

Contact family of deceased and offer condolence, support and services as appropriate.

3. Effective Date:

This policy is effective as of August 1, 1995.

Attachments
UNIVERSITY OF HAWAII
CHECKLIST OF ACTIONS REQUIRED
TO ENSURE TIMELY RECEIPT OF DEATH BENEFITS

Name of Deceased

Department SS #

Check each item or program in which the deceased was enrolled or participating in and follow up to ensure that all applicable forms have been completed and processed and that the appropriate agencies/companies have been notified.

[ ] Medical Plan
Refer to Part G, back of Form N-1, Hawaii Public Employees Health Fund, Notice of Benefits Changes or Terminations Due to Personnel Action.

[ ] Dental Plan
Refer to Part G, back of Form N-1

[ ] Life Insurance Plan
Upon receipt of Form N-1 (a death certificate must be attached), the Health Fund Office will contact the carrier. The carrier will then contact the designated beneficiary.

[ ] Employees' Retirement System
Call Employees' Retirement System for information and assistance. Honolulu - 548-8405 or 548-4548

[ ] Employee Organization or Bargaining Unit
Payroll deduction to ____________________________ for information on benefits.

[ ] Credit Union
Payroll deduction to University Credit Union. Call 948-8578 for information.

Tax-Shelter Annuity (Type in name of the company.)
Payroll deduction to ____________________________
Call local insurance company office for information
Phone number ____________________________

[ ] Deferred Compensation
Payroll deduction to Hawaii Benefits Incorporated (State of Hawaii Deferred Compensation)
Phone (808) 523-9102

[ ] Social Security
Call local office for information
TO: Chancellor Joyce S. Tsunoda

FROM: Provost

Subject: Notification of Death of CC BOR Appointee

In accordance with CCOM 2300, the death of the following employee is being reported to you:

Name: ___________________________ Last: __________ First: __________ MI: __________

Date of Death: ________________ Time: ________________

A completed "Checklist of Actions Required to Ensure Timely Receipt of Death Benefits" is attached (Attachment #2).

Questions or inquiries should be directed to the liaison person identified below:

Name: ___________________________

Phone Number: _______________________

cc: UH Payroll
TO:        PDO, Civil Service Section
FROM:      Provost
SUBJECT:   Notification of Death of a CC Employee

In accordance with Administrative Procedure A9.780, the death of the following employee is being reported to you:

1. Name__________________________ (last)   (first)   (mi)

2. Social Security #:________________________

3. Date of Death: ___________ Time________________

4. Work Week Schedule:________________________

5. Last Duty Day:________________________

Should you require additional information, please feel free to call________________________

name________________________ phone no.

cc: UH Payroll Office
    CC Personnel Office