

From: Cauble, George H, Jr
Sent: Thursday, June 05, 2003 1:48 PM
To: supervisors@co.henrico.va.us
Cc: Hazelett, Virgil
Subject: Procedures--In the event of a Death of an Employee

TO: All Agency Supervisors

DATE: June 5, 2003

In an effort to make things go as smoothly as possible in the unfortunate circumstance of a death of a County employee, we have developed a procedure that we hope will facilitate the information getting to those who need to know. This new procedure identifies a central contact in the Human Resources Department /Benefits Division (Donna Clarke, 501-7371).

When contacted, Donna Clarke will connect you, or the appropriate person, directly with the appropriate HR staff person who can be of assistance by answering any questions about benefits, personnel/payroll transactions, time reporting, etc.

This new policy can be found on our intranet site:

<http://virtual.henrico/hr/regs/emp-death.pdf>

We believe this process will enable the Human Resources Department to provide the very best customer service during such difficult times. Please feel free to share this information with your department's timekeeper(s) and anyone else in your department who you feel may need this information.

Feel free to contact Julia Sleeman (4389) or Jane Klosky (4627) of the HR Department should you have any questions regarding this procedure.

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