
Fresno USD DIVISION OF HUMAN RESOURCES
HR 2404
DEATH OF AN EMPLOYEE

DEATH OF AN ACTIVE EMPLOYEE

If a school site or department receives notification that one of their active employees has passed away, they must notify Human Resources at 457-3509 or 457-3540. Family members should be directed to contact the Benefits and Risk Management Departments at 457-3523 when appropriate.

The following information must be obtained to be provided to Human Resources:

- Name of employee
- Social Security Number
- Date of Death
- Name of relative to contact for information about deceased
- Relative's phone number and his/her relationship to the deceased employee

Human Resources must provide a notification of death to the following:

- Associate Superintendent-Division of Human Resources
- Benefits (if the deceased employee received benefits from FUSD)
- Payroll
- STRS or PERS

DEATH OF AN INACTIVE EMPLOYEE

Relatives of employees no longer employed by the District should be directed to Benefits at 457-3520.