DESCRIPTOR TERM: **Personnel and Employment**	**Millard District Policy** **File Code: 4220** **Approved: 05-11-23**

BEREAVEMENT

A.   Purpose

The purpose of the Bereavement Plan ("Plan") is to provide a compensation package (death benefit) for eligible participants under the Plan upon the death of a Millard School District employee, the employee's spouse or the employee's dependent children.

B.   Eligibility

Those eligible for the benefit are active employees of the Millard School District, the employee's spouse and dependant children under the age of 26 at the time of death. For purposes of this policy, the term "active" employee shall mean employees currently on active pay status with the Millard School District, so as to enable him or her to make a contribution in the event of a qualifying death of another member.

C.   Membership

Any eligible employee of the Millard School District may enroll in the plan. Membership in the Millard Education Association or Millard Classified Association is not a prerequisite or requirement for participation in this program. Terminated or non-enrolled employees are not eligible to participate in the Plan.

D.   Procedure

1.   Enrollment for participation in the Plan shall be completed only during the open enrollment period, which shall run from July 15th to August 15th of each year. An enrollment form is attached hereto as Exhibit "1", and shall be submitted to the business administrator for participation under the Plan.

   a.   Members enrolled in the Plan will designate on the enrollment form a contribution of $10.00 per death event. After a member has enrolled in the Plan, his/her membership shall automatically be renewed unless cancelled during open enrollment.

   b.   In the event a member desires to withdraw from the Plan, he/she shall make such request in writing to the business administrator during the open enrollment period of the ensuing year.

2. Only one benefit amount will be issued per death. The benefit will be paid from Millard School District withholding funds as soon as possible after the death occurs. The contribution will automatically be deducted from each Bereavement Plan member's paycheck immediately following the occurrence and will be issued to the eligible family as soon as possible, as the payroll is completed.

3. Benefits will be paid to the member's spouse, if the member dies. If the member is unmarried or their spouse is deceased, benefits will be paid to the member's beneficiary as listed on their Millard School District Basic Life Insurance Plan.

4. Benefits will be paid to the member if the member's spouse or dependent dies, as defined above in *those eligible for the benefit.* Stepchildren and foster children living in the member's home (with proof of legal guardianship) are included.

5. If a child of married parents dies, and both parents are employed by the Millard School District and both are members of the Plan, the benefit will be divided equally between the parents, one-half to the father and one-half to the mother. If a child of divorced parents dies and both parents are employed with the Millard School District and are both members of the Bereavement Plan the benefit will be divided equally between the parents, one-half to the father and one-half to the mother.

6. If a parent and unmarried child are both employed by the Millard School District and are both members of the Plan and the child dies, the parent will be eligible to receive the bereavement benefit only if the parent is the actual beneficiary of the deceased member.

<u>Bereavement Enrollment Form</u>

I hereby authorize Millard School District to deduct from my salary $10.00 per death event as outlined in the Millard School District Bereavement Policy #4220.

I understand that this membership will be automatically renewed for additional one-year period under these terms and conditions until cancelled.

Cancellation shall be in writing to the business administrator during the open enrollment period of the ensuing year.

_____
Printed Name

_____
Signature

_____
Date