

I. POLICY

Salt Lake Community College will provide a special benefit payment in the event of the death of an eligible full-time employee of the college, who dies while actively employed.

II. REFERENCES

Reserved

III. DEFINITIONS

See [Human Resources Definitions](#).

IV. PROCEDURE

A. Eligibility

Current, full-time employees are eligible for this benefit.

B. Payment

1. The college will pay a \$5,000.00 death benefit when an eligible, full-time employee dies.
2. The college will pay the benefit through the college's Payroll Office, in the manner the paycheck is normally distributed.
3. The college will report the benefit as the employee's regular income according to current tax laws.

Date of last cabinet review: January 5, 2021

The originator of this policy & procedure is the Human Resources. Questions regarding this policy may be directed to the originator by calling 801-957-4210.