



RESOLUTION 25-662

A RESOLUTION OF THE TOWN OF MOUNT CARMEL, TENNESSEE, ADOPTING A POLICY FOR THE DEATH OF AN EMPLOYEE AND INCORPORATING IT AS AN ADDENDUM TO THE PERSONNEL POLICIES AND PROCEDURES

WHEREAS, the Town of Mount Carmel recognizes the importance of honoring and responding appropriately to the death of a current employee; and

WHEREAS, the Town seeks to establish a formal policy to guide its response in such circumstances, ensuring consistency, compassion, and respect; and

WHEREAS, a written policy titled "*Death of an Employee*" has been prepared and reviewed by the appropriate administrative personnel; and

WHEREAS, it is the intent of the Town to adopt said policy and incorporate it by reference as an official addendum to the Town's Personnel Policies and Procedures document;

NOW THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen meeting at Mount Carmel, Tennessee, on this 23rd day of October, 2025, that:

SECTION 1. The Town of Mount Carmel hereby adopts the "*Death of an Employee*" policy, a copy of which is attached hereto and incorporated herein by reference.

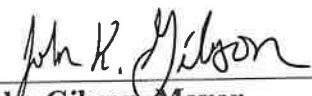
SECTION 2. Said policy shall be included as "Appendix D" to the Town's Personnel Policies and Procedures document and shall be enforced as part of the Town's official personnel policies.

This Resolution shall take effect immediately, the public welfare requiring it.

ADOPTED this 23rd day of October, 2025.

Attest:


Tyler Williams, Town Recorder


John Gibson, Mayor



Death of an Employee Policy

Purpose

This policy establishes the procedures and responsibilities following the death of a current employee of the Town of Mount Carmel. It ensures respectful handling of the situation, timely communication, and appropriate support for the employee's family, coworkers, and the community.

Scope

This policy applies to all full-time and part-time employees of the Town of Mount Carmel, Tennessee.

Employee Beneficiary Designation

During the Town's annual open enrollment period, all employees will be required to review and, if necessary, update their designated beneficiary information for applicable benefits, including Town specific death benefits. It is the employee's responsibility to ensure that beneficiary information is accurate and up to date to avoid delays or complications in the event of a claim.

Notification Procedures

- Immediate Notification: Upon learning of an employee's death, the Department Head must immediately notify the Town Administrator.
- Internal Communication: The Town Administrator will notify the Mayor and Board of Aldermen, as well as a respectful internal announcement to staff.

Family Liaison and Support

- Point of Contact: The Town Administrator will assign a liaison to communicate with the deceased employee's next of kin.
- Condolences: The Town may send a formal letter of condolence and/or flowers on behalf of the Town.
- Assistance: The liaison will assist the family with:
 - Final paycheck and accrued leave payout
 - Benefits continuation or termination (e.g., health insurance, life insurance)
 - Retirement or pension benefits (if applicable)
 - Return of Town property (e.g., keys, ID badge, uniforms)

Employee Benefits and Compensation

Full-Time Employees:

- Final Paycheck: The deceased employee's final paycheck, including any accrued but unused vacation or sick time, will be processed in accordance with the employee's beneficiary designation and state law.

- **Holiday Bonus:** If an employee passes away between July 1 and December 31 of the current fiscal year, and the holiday bonus has not yet been distributed, the employee will remain eligible to receive the bonus, which will be issued in accordance with the employee's beneficiary designation and state law. *(Not applicable if cause of death is determined to be suicide).*
- **Death Benefit:** A one-time payment equivalent to one month of the employee's regular pay, calculated using the hourly rate in effect at the time of death, will be issued in accordance with the employee's beneficiary designation and state law. For biweekly paid employees, the applicable formula is (hourly rate) times (normal workweek) times (52/12). *(Not applicable if cause of death is determined to be suicide).*
- **Life Insurance:** The Town will assist the family in filing any applicable life insurance claims related to benefits offered by the Town.
- **Retirement Benefits:** If the employee was enrolled in a retirement plan (e.g., TCRS), the Town will coordinate with the appropriate agency to ensure benefits are processed.

Part-Time Employees:

- **Final Paycheck:** The deceased employee's final paycheck will be processed in accordance with the employee's beneficiary designation and state law.
- **Holiday Bonus:** If an employee passes away between July 1 and December 31 of the current fiscal year, and the holiday bonus has not yet been distributed, the employee will remain eligible to receive the bonus, which will be issued in accordance with the employee's beneficiary designation and state law. *(Not applicable if cause of death is determined to be suicide).*

Workplace Response

- **Grief Support:** The Town may coordinate grief counseling or Employee Assistance Program (EAP) services for coworkers.
- **Memorials:** The Mayor may issue a directive to lower flags to half-staff, observe a moment of silence, or hold a memorial event/vigil.
- **Vacancy Management:** The Department Head will work with Town Administration to determine interim coverage and initiate recruitment if necessary.

Public Relations

- **Media Inquiries:** All media inquiries will be directed to the Assistant Town Administrator or designated spokesperson.
- **Public Statement:** A respectful public statement may be issued, with the family's consent, acknowledging the employee's service to the Town.
- To ensure consistent and respectful communication, only the Town Administrator, Assistant Town Administrator, or an authorized representative may issue public statements or social media posts regarding the death of an employee. Elected officials and employees are not authorized to post or share any information related to the death, before obtaining approval from Town Administration. This policy is intended to protect the privacy of the deceased employee's family and to maintain the integrity of official Town communications.

Policy Review

This policy shall be reviewed every five years, or upon significant changes in state law or organizational structure.

Adopted by the Board of Mayor Alderman via Resolution 25-662 on October 23, 2025.

SIGNED:



John Gibson, Mayor

ATTEST:



Tyler Williams, Town Recorder