



HR Highlights March 2021

Death in Service Toolkit in Development

An employee's death while in active state service is one of the most stressful experiences faced by human resource professionals. It's a difficult time for family members and colleagues and an abundance of uncommon questions and action items can arise. To help manage these events and to bring forward effective best practices that support all of those affected in a sensitive and timely fashion DHRM is developing a Death in Service Toolkit.

A workgroup composed of Benefits Administrators from the Department of Conservation and Recreation (DCR), Department of Motor Vehicles (DMV), Virginia Department of Health (VDH) and DHRM team members is actively engaged in assessing existing business processes shared by agencies with the goal of providing all agencies basic universal guides and forms to help our community navigate such occasions. A guidance document will also be included to better inform employees of the important and practical steps they can take now to ensure that beneficiaries or those designated to manage their affairs are met with an efficient and compassionate process.

Please contact [Taris Harmon](#) or [Sharon Williams](#) if you would like to share comments, or materials that you utilize and find effective.