

Procedure

GUIDELINES FOR USE IN THE EVENT OF DEATH OF A STAFF MEMBER

In an effort to keep you informed of the procedure to follow in the event of the death of a Worcester Public Schools employee, we are providing this updated issue.

We suggest that the information contained herein be brought to the attention of your immediate family and retained by them.

I. Notification

- a. Contact the appropriate principal and/or supervisor.
- b. Contact Jennifer Boulais, Chief Human Resources Officer,
Human Resource Office Tel: 508-799-3020.

II. Life Insurance

Worcester Public Schools	Basic Group Plan & Optional Insurance Trustmark Insurance Company
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- a. Contact person for the above: Laurel Schmick, Benefits Coordinator
City Hall - Room 109, Worcester, MA
01608
Tel. 508-799-1025
- b. Bring certified death certificate to City Hall, Room 101, so the claim can be filed.
- c. Executor or administrator should present court order of their status.
- d. N.E.A. Dues Tab - No cost insurance to N.E.A. members who have signed up. Life insurance protection is based on dues contributed to N.E.A. since 1981. Contact N.E.A. - 1-800-637-4636.
- e. Depending upon the circumstances of death, various auto clubs may have accidental death benefits included as part of their membership. Other professional or fraternal organizations may offer life insurance coverage as well.
- f. Loan and mortgages should be reviewed to see if they will be paid in full.

Although there is no strict time limit on the procedure, it is suggested that it be done within a reasonable time.

III. Health Insurance

Contact **Laurel Schmick, Room 109, City Hall (799-1025)**, for type of insurance and to determine period for which coverage is provided.

Blue Cross - Blue Shield)	
1-800-253-5210)	Contact person to arrange
Outside Massachusetts or)	for conversion of coverage
within Boston area: 1-617-956-4000)	
)	Laurel Schmick
Fallon Community Health Plan)	City Hall - Room 109
100 Hartwell Street)	Worcester, MA 01608
West Boylston, MA 01583)	Tel. 799-1025

IV. **Salary Due the Deceased**

Contact **Sara Consalvo** in the Business Office (508-799-3142). She will calculate when the final check will be issued. Once that has been determined, please contact the Treasurer's Office at City Hall (508-799-1095) to arrange to pick up the check(s). You will need to show proof of being the executor of the estate of the deceased.

V. **Credit Unions**

1. **Worcester Credit Union,**

520 West Boylston St., Worcester, MA 01606

- a. Contact Credit Union Office – 508-853-9966
Hours: Monday, Tuesday, and Thursday: 9:00 a.m. - 4:30 p.m.
Wednesday: 9:00 a.m. - 6:00 p.m.
Friday: 9:00 a.m. - 7:00 p.m.
- b. If funds are in a joint account, no additional documents are necessary.
- c. If the account is not a joint account, the executor or administrator must show evidence of appointment and a copy of the death certificate.
- d. Most loans may carry life insurance protection. A copy of the death certificate is required.

2. **Century Bank - Educator's Division**

P.O. Box 9102, Medford, MA 02155.

Tel: 1-617-391-4000 or 1-800-442-1859.

VI. **Retirement**

MASSACHUSETTS TEACHERS' RETIREMENT

Contact

Massachusetts Teachers' Retirement Board,
101 State Street, Suite 210, Springfield, MA 01103
Telephone: 1-413-784-1711 Fax: 1-413-784-1707

OR

Massachusetts Teachers' Association
48 Sword Street, Auburn, MA 01501
508-791-2121

Available to assist you on the first and second Saturday of every
month from 9:00 a.m. to 1:00 p.m. – no appointment
necessary.

CITY OF WORCESTER RETIREMENT

Contact

CITY HALL
Mrs. Elizabeth Early, Executive Secretary
Worcester Retirement System
Room 103 - City Hall, Main Street, Worcester, MA 01609
508 - 799-1062
Bring a copy of the death certificate.

VII. **Other Important Addresses**

Social Security Administration
51 Myrtle St. (Madison Place Plaza)
Worcester, MA 01608
1-800-772-1213

Veterans' Administration
JFK Federal Building
Government Center
Boston, MA 02203
508-791-3595 or 1-800-827-0520
(claim normally filed by funeral director)

Horace Mann Educators' Insurance
665 Franklin Street
Framingham, MA 01701
1-800-999-1030

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OF A STAFF MEMBER

or their agent

William Blaine
P.O. Box 340 - Greendale Station
Worcester, MA 01606
508-852-0291

Massachusetts Teachers Association - Boston Mutual
(In-hospital Plan)
120 Royall Street
Canton, MA 02021
1-617-828-7000, Est. 358

National Educators Association Life Insurance
Box 947
Horsham, PA 19044
1-800-523-5877

Washington National Life Insurance
Westboro Office Park
1700 W. Park Drive
Westboro, MA 01581

Accidental Death & Dismemberment
Educators Service Corporation
20 Ashburton Place
Boston, MA 02108
1-800-366-0990

The information contained in this bulletin has been developed as a joint effort of the Educational Association of Worcester and the Human Resource Office. We trust it will be of assistance to members of our staff. Any information you feel should be included in a future communication of this type should be forwarded to the EAW or the Chief Human Resources Officer.

Additional assistance required by any member of our staff or their immediate families may be obtained by contacting the Chief Human Resources Officer of the Worcester Public Schools (508-799-3020) or the Executive Secretary of the Educational Association of Worcester (508-791-3296).