



**PVUSD Standard Operating Procedures
Passing of Current Employee (SOP 5)
March 2019
Updated July 2019**

Pajaro Valley Unified School District is a family and when an employee passes, the District loses a valuable member. PVUSD wishes to recognize the passing of current employees, acknowledging their exceptional contribution and dedication to our students.

PVUSD has requested from employee organizations, site and departmental leadership to notify Cabinet as soon as possible of the passing of a current employee. As the District is notified, the following SOP should take place.

Standard Operating Procedure to Address Passing of Current Employee:

1. PVFT, CSEA, or Site/Department leaders notify a member Cabinet of the passing of a current employee. (Dr. Michelle Rodriguez 831 440-6137) (Kasey Klappenback 714 501-7162) (Dr. Chona Killeen 702 577-5077) (Kristen Shouse 408 813-5195) (Joe Dominguez 831 227-5708)
2. Provide services information to Board of Trustees.
3. PVUSD will send to the family of the employee flowers as an acknowledgement of their years of service on behalf of the Board and Cabinet.
4. The Board of Trustees will acknowledge the employee at their next Board meeting.