

# PASSING OF A CORRECTIONAL OFFICER



## *Information Package for Surviving Family Members*

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Correctional Officers are a family that remains together throughout the toughest of times. As a Union, UCCO-SACC-CSN wants to ensure that the families of our Brothers and Sisters are not left out in their time of need, and have an understanding of what can be done to assist them in these difficult moments.

The last few years have been difficult with the passing of many veteran correctional officers, either suddenly or after a lengthy illness. We have dealt with families in both instances, and have found that the Public Service Pension Centre Website has an efficient system to help families who have suffered such a loss. Every family needs guidance to get through the process as they experience real concerns about what will happen, such as:

*Who do I notify?*

*What support can I expect?*

*Will there be enough money to pay bills and keep the family home?*

*Who should I call to find out?*



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### **PRE-PLANNING**

Pre-planning is very important! Not only will it save time in the processing of your survivor benefits for your loved ones, but it will also assist to alleviate the stress that your family may endure after your death. This is especially true in case of an unexpected death.

In the case of a serious illness which will result in death, you and your spouse or beneficiary can call the Public Service Pension Centre, to explain what your spouse or beneficiary will be entitled to after you have passed.

*All estimates will be subject to verification by the Public Service Pension Center (PSPC) once the death is certified and all relevant documents are received.*

It is very important that when a Correctional Officer is diagnosed with a serious illness which will result in death, they contact the Public Service Pension Centre to ensure all pertinent documents are in order. Documents such as birth certificates for all family members, marriage certificates and a valid *Naming of a Beneficiary* form must be provided to the Public Service Pension Center. A Pension Plan Specialist can assist you with this process.



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## **AFTER THE DEATH**

### **Family Responsibilities**

- Call the funeral home: Whether the deceased is in the hospital or at home, a call to the funeral home must be made after the coroner has certified the death. All funeral homes will arrange to pick up the deceased at any time of the day or night.
- Set an appointment with the Funeral Director to make arrangements.
- Notify either the Employer or the Union of the death.

*Family members should not hesitate to seek the **Union's** assistance with any of these processes.*

### **Employer Responsibilities**

- Contact the pay centre and advise that a staff member has died.
- Pay Centre will notify the Public Service Pension Centre.
- Notify the appropriate personnel to ensure the finalization of all leave, overtime, shift differential, statutory holiday pay and regular pay as soon as possible and submit the data to the Pay Centre.



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### Upon request, UCCO-SACC-CSN can help:

- by notifying correctional staff or departments so they are aware that a staff member has died.
- the family members meet with the employer if necessary.
- guide the family through the paperwork process.
- by requesting a Ceremonial Guard service and help to arrange this through Guard Commanders (if the family so chooses).



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### *More on the Ceremonial Guard...*

*The Ceremonial Guard (often referred to as the Honour Guard or Guard of Honour), can be called in to intervene at the deceased Correctional Officer's funeral or memorial, if the family so chooses.*

*During a memorial or funeral, the Ceremonial Guard is expected to perform the following:*

- ✦ *Provide a uniformed presence.*
- ✦ *Provide a Correctional Service of Canada Flag that is draped over the casket, then folded and presented to the family with a dress Forge Cap.*
- ✦ *Provide an escort for the casket to the burial or internment site.*

*It is very important for the family to speak with the Ceremonial Guard representative so that your wishes are understood, and you know what to expect from the Guard. Note that the size of the facility where the service is being held impacts on how ceremonies are conducted.*

You are not compelled to accept any or all the services of the Ceremonial Guard  
It is your choice as the family of the deceased staff member.



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Documents required when submitting a claim for Public Service Pension Plan benefits.<sup>1</sup>

If you are the...	You need to provide...
Legal spouse (legally married to the plan member)	<ul style="list-style-type: none"><li>• Marriage certificate</li><li>• Death certificate</li></ul>
Common-law partner	<ul style="list-style-type: none"><li>• <a href="#">Statutory Declaration</a> indicating common-law relationship<sup>2</sup>.</li><li>• Other reasonable evidence establishing the conjugal nature and duration of the relationship. (For example, documents related to a mortgage, a lease, a joint bank account, etc.)</li><li>• Death certificate</li></ul>
Eligible child under the age of 18	<ul style="list-style-type: none"><li>• Birth certificate.</li><li>• Adoption papers or proof of guardianship</li><li>• Death certificate</li></ul>
Eligible child 18 years of age or older but under 25	<ul style="list-style-type: none"><li>• Birth certificate.</li><li>• Proof of full-time attendance at school or at another educational institution since the age of 18 or since the date of the member's death, whichever is later.</li><li>• Death certificate</li></ul>

<sup>1</sup> Survivor benefits - Pension - Canada.ca (<https://www.canada.ca/en/treasury-board-secretariat/services/pension-plan/plan-information/survivor-benefits-pension.html>)

<sup>2</sup> PWGSC-TPSGC 2016 - Statutory Declaration - Forms - Pay and Pension Services for Government Employees - PWGSC ([tpsgc-pwgsc.gc.ca](https://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/services-pay-pay-services/form/html/2016-eng.html)) (<https://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/services-pay-pay-services/form/html/2016-eng.html>)



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### OUTLINE OF APPLICABLE BENEFITS

Payment Type	Entitlement (and conditions)	Income Tax	When?
<a href="#"><u>Death Benefit<sup>3</sup></u></a>	If the employee was still working (or on disability insurance), they are entitled to 2 years' pay	This is not taxed	Paid by the Public Service Pension Center directly, after a death certificate is provided and the beneficiary is designated.
<a href="#"><u>Severance Pay<sup>4</sup></u></a>	One week's pay for every year of continuous employment prior to November 5, 2013, , unless the severance pay has been cashed out by the deceased and a week per year afterward, up to a maximum of 30 weeks' pay.  (Appendix J of the UCCO-SACC-CSN Collective Agreement)	The first \$10,000 is not taxed, but amounts exceeding \$10,000 are subject to taxes	Paid by thePublic Service Pay Centre after all the leave records are finalized to ensure that no further recoveries are required
<a href="#"><u>Any outstanding regular pay, shift and weekend premiums, overtime, annual leave, or compensation for designated paid holidays<sup>5</sup></u></a>		Yes	Paid as soon as possible after pay centre receives all the approved documentation
<a href="#"><u>Salary for Month of Death<sup>6</sup></u></a>	Full month of salary is paid for the month of death	Yes	Paid as soon as possible upon reception of the death certificate
<a href="#"><u>Survivor Benefits</u></a>	Survivor is entitled to a monthly allowance equal to half of the	Yes	Paid directly by the Public Service Pension Center, may take up to about 6 weeks to receive the 1 <sup>st</sup>

<sup>3</sup> Survivor benefits - Pension - Canada.ca (<https://www.canada.ca/en/treasury-board-secretariat/services/pension-plan/plan-information/survivor-benefits-pension.html#death-deces>)

<sup>4</sup> 2021-2022-Collective-Agreement (ucco-sacc-csn.ca) (<https://ucco-sacc-csn.ca/assets/uploads/2021/02/2021-2022-Collective-Agreement.pdf>)

<sup>5</sup> When death occurs - Canada.ca (tpsgc-pwgsc.gc.ca) (<https://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/services-pay-paye-services-pay-paye-information-pay/vie-life/quitter-leaving/deces-death-eng.html>)

<sup>6</sup> *Idem.*



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<a href="#"><u>(providing employee had at least 2 years of pensionable service)</u></a> <sup>7</sup>	pension benefit you would have received before age 65 (calculated before any applicable reduction).		payment. Paid monthly on the third to last working day of each month
<a href="#"><u>Child Allowance</u></a> <sup>8</sup>	Each child will be entitled to a monthly allowance equal to 10% of the pension benefit you would have received before age 65 (calculated before any applicable reduction) or 20% if you have no eligible survivor. The maximum allowance for all children combined is the equivalent of four children's benefits	Yes	Paid directly by the PSPC in conjunction with the Survivor Benefits. May take up to 6 weeks to receive the 1 <sup>st</sup> payment
<a href="#"><u>Health and Dental Benefits</u></a> <sup>9</sup>	Can be retained but application <u>must</u> be made to have them switched to the spouse's name	n/a	Coverage continues without break for both the spouse and the dependents if the application is submitted within 60 days of the plan member's death.

<sup>7</sup> Survivor benefits - Pension - Canada.ca (<https://www.canada.ca/en/treasury-board-secretariat/services/pension-plan/plan-information/survivor-benefits-pension.html#surviv>)

<sup>8</sup> Survivor benefits - Pension - Canada.ca (<https://www.canada.ca/en/treasury-board-secretariat/services/pension-plan/plan-information/survivor-benefits-pension.html#surviv>)

<sup>9</sup> Public Service Health Care Plan | Survivor Benefits (pshcp.ca) (<https://pshcp.ca/coverage/survivor-benefits/>)





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### **DEATH OF A RETIRED OFFICER**

The family of a retired Correctional Officer who passes away should contact the Public Service Pension Center directly at: **1-800-561-7930**. The Public Service Pension Center administers all activities related to information requests from plan members with respect to pension benefits for a spouse and dependents, and the designation of a beneficiary under the Supplementary Death Benefit Plan.

Family members should *know the deceased Officer's pension number* to speed up the process.<sup>10</sup>

*Find out about your pension benefits as the survivor or dependent of a deceased Public Service Pension Plan member.*

*For inquiries:  
Telephone: 1-800-561-7930  
[Survivors and Dependents of the Public Service Pension Plan](#)*

### **FLYING ACCIDENTS COMPENSATION**

The Flying Accidents Compensation Regulations provide for the payment of compensation to employees or their dependents where injury or death is a direct result of a non-scheduled flight undertaken by an employee in the course of duty, or in the case of a civil aviation inspector where injury or death is a direct result of any flight undertaken for the purpose of conducting a flight test or monitoring commercial air operations on that flight<sup>11</sup>.

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<sup>10</sup> Survivors and dependents of the public service pension plan - Canada.ca (<https://www.canada.ca/en/treasury-board-secretariat/topics/pension-plan/survivors-dependants.html>)

<sup>11</sup> Flying Accidents Compensation- Canada.ca (<https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=13589>)



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### Links for further detailed information

#### [When Death Occurs](#)

#### [Survivors and dependents of the public service pension plan - Canada.ca](#)

#### [Survivor benefits - Pension - Canada.ca](#)

#### [Health and Dental Benefits](#)

#### [UCCO-SACC-CSN Collective Agreement](#)

#### [CPP Death Benefit](#)

### Forms

#### [Survivor and Dependents Public Service Pension Centre Forms](#)

#### [Pensioner Application Form – Public Service Health Care Plan](#)

- **Disclaimer:** This document is intended as a general guide to resources and available benefits. Although we have strived to provide accurate information, actual entitlements are as determined by law, regulation, Collective Agreement and referenced organizations. The information provided in this document is subject to change. In all cases, you are encouraged to contact the Public Service Pension Center at 1-800-561-7930.

