

NGQUSHWA LOCAL
MUNICIPALITY



BEREAVEMENT POLICY
2022/2023

Summary

Publication Date	11 July 2022
Review Date	19 March 2022
Related Legislation/Applicable Section of Legislation	<ul style="list-style-type: none">• Municipal Offices Bearers Handbook
Related Policies, Procedures, Guidelines, Standards, Frameworks	Basic Condition of Employment Act, Collective Agreement, Municipal System Act, Employment Equity Act, Municipal Staff Regulations
Replaces/ Repeals (whichever is relevant, if any)	None
Policy Officer (Position)	<i>Director Corporate Services</i>
Policy Officer (Phone)	040 6732 081
Policy Sponsor (Position)	Mkhuseli Mxekezo
Department Responsible	Corporate Services
Unit responsible	Human Resources
Applies to	All staff and External candidates
Key Words	Bereavement Policy
Status	Reviewed/ Amended
Council approval date	<i>8 July 2022</i>
Version	<i>1</i>

REVISION RECORD

Date	Version	Revision Description
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1. TITLE

this is the Bereavement Policy of the Ngqushwa Local Municipality

2. PURPOSE

The purpose of this policy is to ensure a uniform, fair and consistent approach in dealing with the:-

- Death of staff, Councillor, Traditional Leader serving in the Council as well as
- Death of the immediate family members of the above

To ensure the following principles are adhered to:-

- Equality
- Fairness
- Respect and
- Compliance

3. SCOPE

3.1 This policy will apply to all temporary, contract, trainee and permanent employees of the Municipality

3.2 Provisions of this policy will be binding to Councillors, Traditional Leaders serving in the Council and Management of the Municipality

3.3 This policy may be applied to trainees attached to the municipality as determined by the Municipal Manager

4. PROCEDURE DETAIL

4.1 OBJECTIVES

- 4.1.1 To provide a framework for management of bereavement processes for a deceased municipal councillor and employee
- 4.1.2 To make a provision for establishment of a sustainable mechanism for provision of support to the family of the deceased Councillor or employee of the municipality
- 4.1.3 To provide a framework for cost management and recovery arising out of the support to bereaved family
- 4.1.4 To promote good fellowship during the time of need to the bereaved family

To facilitate extension of condolences to the bereaved family of the deceased person

4.2 PRINCIPLES OF THIS POLICY

- 4.2.1 This policy is designed to be used as a tool for comforting/consoling the bereaved families
- 4.2.2 This policy is designed to enhance the content of our social culture in respect

of mourning

- 4.2.3 The application of this policy shall be balanced with the interests of the municipality
- 4.2.4 The operation of this policy shall not interfere with nor interrupt the smooth rendering of services to the community
- 4.2.5 This policy shall be applied in such a way that, there is a minimum work stoppage resulting from a need to pay last tribute to the deceased during normal working hours

4.3 ARRANGEMENT OF MEMORIAL SERVICES AND BEREAVEMENT VISITS

- 4.3.1 The Municipality shall arrange a memorial service for paying the last tribute to any person referred to in Clause 3.1 of this policy
- 4.3.2 Such memorial service shall be held within a period of seven working days or not later than ten working days after the death of the employee or Councillor, subject to the availability of the family
- 4.3.3 The memorial service shall be held in the last one and a half hours of the normal working hours if it is held during the week or not on a public holiday at a suitable venue within the area of jurisdiction of the municipality
- 4.3.4 The refreshments may be arranged for the family members only in the memorial service
- 4.3.5 The costs of refreshments may be defrayed from the entertainment vote of any other suitable vote chosen by the Executive Manager of the affected department
- 4.3.6 The Peer Educator(s) and EAP Officer in conjunction with the department in which the bereavement has occurred shall be responsible for arranging the memorial service and funeral arrangements
- 4.3.7 A preacher of the family's choice or the municipality's choice shall be arranged by the municipality at no cost
- 4.3.8 Employees and/or Councillors who wish to pay a visit to the bereaved family may be allowed to do so during the last working hours of normal working time (from 14h00 onwards) if feasible, but if not feasible during the normal working hours should such a visit occur on a working day, within a radius of 300 km from the location of main Municipal Offices, the hours shall be determined by the Municipal Manager.
- 4.3.9 The transport costs for transportation of the family to the memorial service will be defrayed from the normal transport budget of the department concerned

4.4 FUNERAL ATTENDANCE ARRANGEMENTS

- 4.4.1 For all funerals, the Municipality shall send an official delegation of not more than 3 employees determined by the Municipal Manager and a vehicle load of kombi or quantum size will be released, all departments will nominate an equal number of employees to attend the funeral
- 4.4.2 In the event of death of an employee/ Councillor or Traditional Leader serving in the Council, the municipality shall hire out transport (1 minibus) for the employees from the municipality to attend the funeral service. The municipality shall pay 100% transport costs and R3000 to the deceased family using EAP vote
- 4.4.3 The employees shall organize their own driver at no cost to the municipality using a municipal vehicle or a vehicle hired from a registered and recognized car rental company

4.5 CONDOLENCES

In the event of death of an employee, Councillor, Traditional Leader serving in the Council each employee will contribute a minimum of R50.00, and in case of death of Immediate/extended family a minimum of R20.00, subject to annual review.

4.6 GENERAL PROVISIONS

- 4.6.1 If councillor's or staff member's vehicle is used for transport purpose, that person will be re-imbursed according to the subsistence and travelling allowance policy (the clause with regard to official kilometres of 500 km is not applicable in this regard) subject to Clause 6.3
- 4.6.2 If a privately owned vehicle belonging to a member of the public, other than a bus, taxi, or hired vehicle has been used, the applicable tariff set out in the Travel and Subsistence Allowance Policy will be used
- 4.6.3 No cost of accommodation will be incurred in respect of any funeral related arrangements by the municipality
- 4.6.4 No cost of food or drinks will be incurred in respect of any funeral related arrangements by the municipality
- 4.6.5 There will be no special budget set aside by the municipality specifically for bereavement or funeral service-related expenses
- 4.6.6 The employees and Councillors of the municipality attending a memorial service or funeral shall be regarded as on official duty for the purpose of the Workman's Compensation Act
- 4.6.7 No person shall be paid a part of a or full wage for attending a funeral or memorial service or for paying a bereavement visit even if such person was the driver of the vehicle used to attend any of the mentioned occasions

4.6.8 No Councillor or employee shall claim overtime nor time off for any time spent in attendance of any bereavement related occasion

4.6.9 No claim for any damage arising out of use of a privately owned vehicle for attendance of any bereavement related occasion will be made to the municipality

4.7 COMMENCEMENT OF THIS POLICY

This policy will come into effect on the date of approval by Council

4.8 INTERPRETATION OF THIS POLICY

4.8.1 All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise

4.8.2 Any dispute on interpretation of this policy shall be declared in writing by any party concerned

4.8.3 The Office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute

4.8.4 If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council or Arbitration

4.9 COMMUNICATION

Circulars, messages, workshops and notices on notice boards will be utilized in order to inform all employees of the availability of the policy. Copies of the policy will also be distributed to the parties that took part in the consultation process

4.10 REVIEWAL OF THE POLICY

It will be the responsibility of the Corporate Services Department to consider the provisions of this policy on annual basis. The Corporate Services Department shall request all Departments to submit their proposed changes for submission to Council for approval via the Municipal Manager.

5. ROLES AND RESPONSIBILITIES

Role	Authority
<ul style="list-style-type: none">Review and approve the Bereavement Policy	Council

<ul style="list-style-type: none"> • Implement and enforce this policy • Establish and control the administration necessary to fulfil this policy, and report efficiently and regularly to the Committee in this regard. 	Municipal Manager
<ul style="list-style-type: none"> • Ensure that there is compliance with the Bereavement Policy 	Director Corporate Services

6. MONITORING, EVALUATION AND REVIEW

A report detailing the progress with the implementation of Bereavement Policy with specific reference to achievement of this policy has to be compiled every year by the person with the responsibility for implementation and monitoring. The policy must be made available to all consulting parties for perusal and comment and must be circulated to all staff members by means of circulars, notices and notice boards.

7. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Designee	a person appointed or designated as the Head of Department for an Interim period
Senior Manager	A person appointed as a Head of Department in the Municipality
Mourner	A person attending a funeral service or memorial service

8. SUPPORTING DOCUMENTS

None

9. REFERENCES

None

10. APPENDIX

None

11. ADOPTION AND APPROVAL OF THE POLICY BY COUNCIL

This policy is approved by the Ngqushwa Local Municipality Council and shall come into effect on the date of approval

APPROVED BY COUNCIL ON 08TH JULY 2022 UNDER AGENDA ITEM 5.1



MUNICIPAL MANAGER

28/01 2023

DATE



MAYOR OBO COUNCIL

DATE