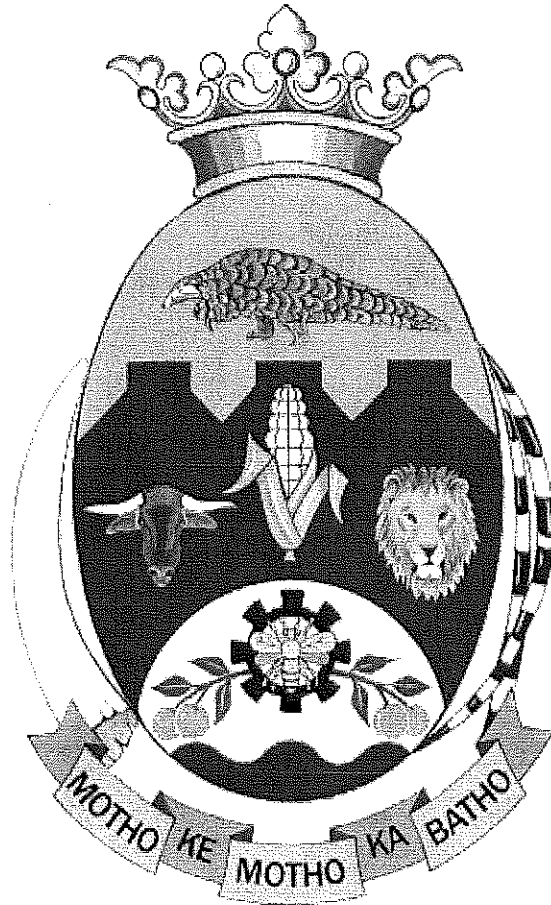


LEPELLE-NKUMPI LOCAL MUNICIPALITY



BEREAVEMENT POLICY

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1. PREAMBLE

1.1 Lepelle- Nkumpi Local Municipality realizes the need to provide emotional support and promote humanity amongst its staff members and their families. As a caring municipality, it is the intention of the Municipality to create a supportive environment for its employees and their immediate family members during the times of bereavement.

2. DEFINITIONS

“**Bereavement**” means the loss of an employee and immediate family member by death

“**Committee**” means the Bereavement Coordinating Committee (BCC)

“**Employee**” means any person employed by LNM as a permanent employee, contract worker and internship excluding an independent contractor, or consultant

“**Immediate Family Member**” means the spouse, children, parents and parents in law.

3. PURPOSE

3.1 The aim of the policy is to ensure uniform, fair and consistent approach in dealing with the death of employees as well as the death of the immediate family members.

4. SCOPE OF APPLICATION

4.1 This policy applies to all employees of the municipality and their immediate family members, contract workers and interns while employed by the municipality to the extent provided for herein. This policy does not apply to consultants or contractors.

5. ESTABLISHMENT OF THE BEREAVEMENT COORDINATING COMMITTEE (BCC)

5.1 Human Resources unit will facilitate the establishment of the Bereavement Coordinating Committee on a Bi-annual basis.

5.2 The Bereavement Coordinating Committee shall include as a minimum representatives from the following departments:

5.2.1 Municipal Manager's office (Communications)

5.2.2 Corporate Services

5.2.3 Budget and Treasury

5.2.4 Planning and LED

5.2.5 Community Services

5.2.6 Infrastructure Services

5.3 The representatives will be nominated bi-annually in a staff meeting and be approved by the Municipal Manager or his/her delegate.

5.4 The chairperson of the BCC shall be elected by the Committee members.

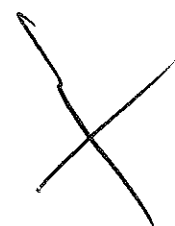
6. RESPONSIBILITIES OF THE BCC

The responsibilities of the committee will include, but is not limited, to the following:

- 6.1 Ensure timely and formal notification of a death case to family and all employees if an employee dies while on duty;
- 6.2 Ensure the effective communication of the notice of death in a controlled environment and arrange counselling support in conjunction with Human Resources (Employee Health and Wellness Office);
- 6.3 Ensure an early visit (within 48 hours) to the bereaved family to establish funeral arrangements and provide advice on what is required from the family for the effective processing of documentation for the relevant benefits claim;
- 6.4 Ensure constant contact and support to the family in the process of funeral arrangements
- 6.5 Create a condolence book, collect condolences to the bereaved family;
- 6.6 Provide an annual report on condolence money collected and distributed to families;
- 6.7 Arrange a memorial service in conjunction with the family and arrange transport for the family if necessary;
- 6.8 if agreed with the family, arrange for the comfort prayer visit to the bereaved family, prior to the funeral where possible;
- 6.9 Co-ordinate transport arrangements for employees attending the funeral of an employee; and
- 6.10 Arrange a card and a wreath within the limit of R500 in the case of the death of an employee.

7. DEATH OF AN EMPLOYEE

7.1 Notification of Death



7.1.1 The affected unit will notify the BCC, the relevant Executive Manager and the Municipal Manager. The authenticity of the report shall be verified by the BCC. The Municipal Manager should convene a meeting to notify the employees

7.1.2 The Chairperson of the BCC will provide a communique in this regard to the Communications unit for publication. The notification of death to the employees should be communicated with care and sensitivity to manage the possible impact on the working environment.

7.2 Bereavement Counselling

7.2.1 Human Resources and the BCC may organise counselling support for employees during the week of notification of death. Additional support of affordable counselling service providers will be acquired in the case where extra capacity is required.

7.3 Delegation to the bereaved family

7.3.1 The BCC will nominate an official delegation of a maximum of 5 members to pay a home visit to the bereaved family within 48 hours of receipt of the notification of death. The delegation should include employees from the employee's unit or department and relevant people who will assist the family with information and procedure on claiming of benefits.

7.3.2 Transport and accommodation will be provided to the Departmental delegation for a visit to the bereaved family and to the funeral, if the family lives further than 300 km away from the deceased employee's place of work.

7.4 Condolences

7.4.1 The BCC will keep a condolence book for effective control, accountability, fairness and consistency.

7.4.2 Each employee will contribute a standard fee of R100.00 in case of death of an employee and R20.00 in case of a member of the family, subject to annual review.

7.4.3 A condolence book shall be opened and used for effective co-ordination of support and comforting messages which will be provided to the family as a memento.

7.4.4 The BCC will be responsible to purchase a card and a wreath, limited to R500, through normal procurement processes.

7.5 Memorial Service

7.5.1 A memorial service shall be arranged by the BCC in consultation with the affected Department and the bereaved family. Constant contact and communication should be maintained with the family to ensure the success of the memorial service.

7.5.2 All preparations and arrangements should be at a reasonable cost of R5000.00 to the municipality. The cost for the Memorial service shall be borne by Employee Wellness budget vote. The arrangements shall include venue for the memorial service, invitations, programme, refreshments and transport for a maximum of 6 family members.

7.5.3 A Municipal and Departmental representatives will be appointed by Municipal Manager to deliver a condolence message during the Memorial Service. Refreshments should be limited to the bereaved family. Transport to the Memorial service by employees from various sites will be coordinated by the BCC in consultation with Transport unit. Attendance of Memorial Services must be co-ordinated, controlled and authorised to minimize the disruption of service delivery.

7.6 Funeral

7.6.1 A municipal delegation limited to 25 employees will be selected and approved by the Municipal Manager or his/her delegate. Other employees that wish to attend the funeral will do so at own cost.

7.6.2 The Municipal Manager will identify a person to speak on behalf of the Municipality at the funeral.

7.6.3 The BCC will ensure that transport is coordinated and limited to 25 employees. Employees who enlist their names will be compelled to compensate the municipality in the instance where their withdrawal caused the municipality to incur fruitless expenditure. Prior approval must be obtained for the use of Pool vehicles and Car allowance scheme.

8. DEATH OF AN IMMEDIATE FAMILY MEMBER OF AN EMPLOYEE

8.1 Notification of death

8.1.1 The affected unit will notify the BCC and relevant Executive Manager. The authenticity of the report shall be verified by the BCC. The chairperson of the BCC shall provide notice in this regard to the Communication unit for publication.

8.2 Visit to bereaved staff member

8.2.1 The BCC and the affected unit shall arrange an official delegation to the home of the staff member with the approval of Executive Manager during the week of the funeral. Visit of other members of staff must be coordinated to minimise impact on service delivery.

8.3 Condolences

8.3.1 The condolence fee shall be determined within the affordable limits of all employees within the unit and will be collected and delivered by the BCC.

8.4 Funeral

8.4.1 The Executive Manager will identify and authorise a Departmental delegation, limited to 10 people to attend the funeral. Other staff members will attend the funeral at their own costs.

8.5 Bereavement Counselling

8.5.1 Human Resources (Employee Wellness unit) shall ensure effective counselling and support to the employee during and immediately after the funeral of the immediate family member.

9. LEAVE ARRANGEMENTS

9.1 Prior approval must be sought by the affected employee from the Executive Manager before leaving his/her place of work for any bereavement related matter. Family responsibility leave will be granted in terms of the Main Collective agreement subject to leave credits available.

9.2 The undertaking of official visits to the bereaved family will be effectively controlled and will be considered to be official duty. Attendance of funerals by other employees beside the delegated representatives will be regarded taken from vacation leave credits.

10. PAYMENT OF BENEFITS

10.1 All compensation payments shall be done in accordance with the provisions of the Basic Conditions of Employment Act and Compensation for Occupational Injuries and Diseases Act. Human Resources will ensure that payments of the following benefits are dealt with within the same week as the funeral:

10.1.1 Funeral benefit; and

10.1.2 Leave gratuity to the beneficiary of a deceased employee

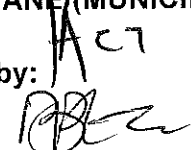
Document Name: BEREAVEMENT POLICY

Reviewed on 2017-05-30

Recommended by:

 Date: 2017-05-30
S.O MASHIANE (MUNICIPAL MANAGER)

Approved by:

 Date: 2017-05-30
B NTSOANE (SPEAKER)

RESOLUTION NUMBER: 7.2.4.05/2016/2017