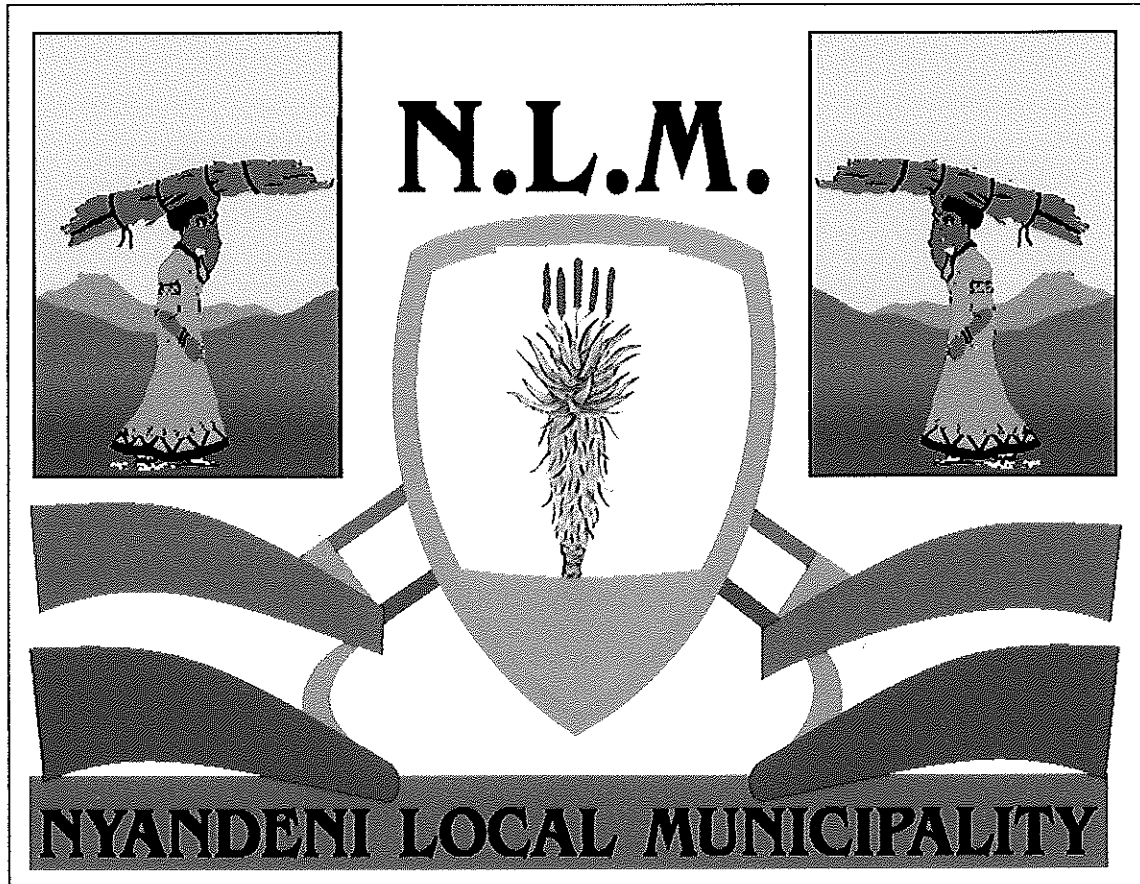


BEREAVEMENT POLICY



APPROVED BY:


MRS N. NOMANDELA
MUNICIPAL MANAGER

DATE: 29 July 2013

APPROVED BY:


CLLR T. SOKHANYILE
MAYOR

DATE: 29 July 2013

1. DEFINITIONS

'Bereavement – means the loss on a Councillor or employee and immediate family member.

'Committee – means the Bereavement Committee established in terms of clause 4

"Bereaved - refers to a Councillors, officials including interns, learners and other contract workers in the payroll of the Municipality

Deceased – a Cllr and official including an intern, learner and other contract worker in the payroll of the Municipality who has passed on.

Immediate family member – means the spouse(s) or life partners, children and parents of an Employee. Their names and ID numbers are to be recorded in the Assumption of Duty form.

2. PURPOSE

This policy provides guidance on the assistance that can be rendered to the family of the deceased or the bereaved processes and provisions that must be done to all employees within the Nyandeni Local Municipality (NLM). To promote a healthy working environment

3. SCOPE OF APPLICABILITY

This policy is applicable to all the deceased and bereaved in the payroll of the Municipality

4. ESTABLISHMENT OF THE BEREAVEMENT COMMITTEE

- 4.1 Councillor bereavement will be handled by the Members Interest Committee
- 4.2 The Municipal Manager must establish a Bereavement Committee for officials
- 4.3 The Bereavement Committee will elect chairperson of the bereavement committee.
- 4.4 The Committee shall consist of the Employee Health and Wellness (EHW) practitioner, Labour and members drawn from all departments.
- 4.4 The Municipal Manager shall have powers to replace a resigned member of the committee.
- 4.5 Member(s) who fails to attend three consecutive meeting shall be replaced.
- 4.6 EHW practitioner shall provide secretariat services to the committee.

5. FUNCTIONS OF THE COMMITTEE

The functions of the Committee are:

- 5.1 To pay a home visit to the immediate family of the deceased, staff member within 48 hours of the receipt of the notification of death.
- 5.2 Together with Corporate Services Department, the committee shall liaise with the family in claiming all benefits to be paid to the family (if applicable).
- 5.3 To arrange the venue for the memorial service in the event of the deceased

being an employee.

- 5.4 To keep the Councillors and staff informed about the latest developments.
- 5.5 To inform the Councillors and staff about the transport arrangements of the memorial Services and to the funeral.
- 5.6 To collect contributions from the Councillors and staff members
- 5.7 To attend or send a representative to attend the funeral.

6. NOTIFICATION OF DEATH

- 6.1 In the event of death of the employee, the bereaved family must inform the employee's department, Speaker's Office in the case of a Councillors as soon as possible.
- 6.2 The affected department must then inform the Municipal Manager in writing and carbon copy the Head of Department Corporate Services about the death.
- 6.3 Corporate Services to issue a Notice to Councillors and staff members detailing funeral arrangements

7. TRANSPORTATION

- 7.1 The member's interest/bereavement committee shall notify the officials of the date/time memorial services and funeral services.
- 7.2 The use of Municipality vehicle to attend funerals should be used economically.
- 7.3 The Municipality should avail transport for Councillors and employees to attend family visit, funerals and memorial services (including family members) in case of a Councillors/employee's death.
- 7.4 Councillors and Staff members with travelling allowance shall be allowed to use their vehicles to attend the memorial and funeral service as an official trip.
- 7.5 All sectional head should monitor the attendance of the official to the memorial service and funeral and such trip should be regard as official.

8. PROCEDURE FOR AMENDEMENT OF THE POLICY.

- 8.1 The amendment of this policy shall be done in accordance with the changing legal frameworks and shall be subjected to approval by the Municipal Council.
- 8.2 The Mayor and the Municipal Manager has the discretion to deviate from this policy at his/her discretion.

9. DISSOLUTION OF THE COMMITTEE

The Bereavement committee will be dissolved and the new one will be established if the committee fails to function in accordance with the letter and spirit of this policy

10. MONITORING, EVALUATION AND REPORTING.

The Municipality through its delegation structures shall monitor and evaluate effectiveness of the implementation and the EHW practitioner will report the activities of the committee in his/her reports.