



VICTOR KHANYE

LOCAL MUNICIPALITY – PLAASLIKE MUNISIPALITEIT

BEREAVEMENT POLICY

Policy Number: BO -01	Approved by Council: 01 August 2013
Resolution No: A50/07/2013	Review Date

1. PURPOSE OF THE POLICY

The purpose of this policy is to provide guidelines for the bereavement committee and staff members on matters related to the proceedings to be followed in an event where a staff member passes on within the Victor Khanye Local Municipality.

2. PREAMBLE

In responding to the Charter on Positive Values and the Constitution, the Victor Khanye Local Municipality (VKLM) realizes the need to provide emotional support and promote ubuntu (humanity) amongst its employees and councillors and their families. It is the aspiration of VKLM to share the loss and the burden of the bereaved staff members and their families.

3. DEFINITIONS

- 3.1. **Bereavement** – means the loss of an employee and immediate family member by death.
- 3.2. **Committee** – means the Bereavement Committee that is established in terms of this policy.
- 3.3. **Employee** – refers to a member of staff including interns within the VKLM who pay condolences in the event of another member's death.
- 3.4. **Constitution** – refers to the Constitution of the Republic of South Africa Act, No. 108 of 1996.
- 3.5. **Immediate Family Member** – means the spouse(s) or life partner(s), the children and the parents of an employee.

4. LEGAL FRAMEWORK

- Charter on Positive Values
- Constitution of the Republic of South Africa Act No. 108 of 1996

5. SCOPE AND APPLICATION

This policy is applicable to all employees and councillors within the Victor Khanye Local Municipality.

6. OBJECTIVES OF POLICY

- To provide guidelines for the committee and staff members and councillors on matters related to the proceedings to be followed in an event a staff member passes away.

7. FUNCTIONS OF THE COMMITTEE

7.1 The functions of the committee are:

- a) All members of the committee shall provide support to the chairperson in finalizing all benefits to be paid to the deceased employee.
- b) To liaise with the family of the deceased employee.
- c) To arrange the venue for the memorial service for the deceased employee.
- d) To keep the staff informed about the latest developments.
- e) To inform the staff about the transport arrangements for the memorial service and to the funeral.
- f) To collect contributions of R10-00 from all staff members and to ensure such contributions reach the bereaved family no later than two days before the funeral or within five working days after the funeral of the member if the death-notice was at short notice. This contribution is on voluntary basis, no employee may be coerced to contribute. This amount may be deducted from the payroll from each employee and councilor on voluntary basis and subject to employees'/councilors, consent.
- g) To attend or delegate a representative to attend the funeral of an employee.
- h) 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.

8. POLICY FRAMEWORK

8.1 Notification of Death

- a) In the event of death of the employee, the bereaved family must inform the employee's Directorate as soon as possible.
- b) The affected Directorate must then inform the Director Corporate Services about the death.

8.2 Transportation

- a) The bereavement committee shall notify the officials of the date and time of the memorial service and the funeral.

- b) The use of municipal council vehicles to attend the memorial service and funeral should be used economically. MM to approve such use of Municipal Transport.
- c) All official memorial services to be held at any hall of the municipality which is convenient to all stake-holders at 15h00 of the agreed date.
- d) The family of the deceased shall be transported to and from the memorial service venue using a council vehicle preferably the minibus.
- e) Two members of the committee should accompany the nominated employees to attend a funeral service of a staff member outside the boundaries of Delmas and those two members should be regarded as officially on duty. MM to approve the number of nominees per case.
- f) The nominees and committee members be paid as follows:
 - a. R60.00 once off for a day trip;
 - b. R150.00 once off for a sleep over-trip and
 - c. R60.00 once off for a long distance trip.

9. IMPLEMENTATION AND MONITORING

All reasonable efforts will be made to ensure that all Directorates adhere to the provisions of this policy.

10. COMMUNICATION

This policy will be communicated to all municipal employees using the full range of communication methods available to the municipality.

11. POLICY REVIEW

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary.

All proposed amendments will serve before the Local Labour Forum for recommendations and the Council for approval.

12. ROLES AND RESPONSIBILITIES

The Municipal Manager or his/her delegate assignee accepts overall responsibility for the implementation and monitoring of the policy.

13. DISPUTE RESOLUTION

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Local Labour Forum for adjudication. Resolutions from the Local Labour Forum must be incorporated into the policy.