

MOHOKARE LOCAL MUNICIPALITY

HUMAN RESOURCE  
BEREAVEMENT POLICY

2017/2018

## INTERNAL POLICY

<b>MOHOKARE LOCAL MUNICIPALITY</b>	
<b>SUBJECT:</b> BEREAVEMENT POLICY	<b>POLICY NO:</b> HRM 109
<b>LAST REVIEW DATE: DECEMBER 2012</b>	
<b>CURRENT REVIEW DATE:</b>	<b>COUNCIL ITEM:</b>
<b>EFFECTIVE DATE:</b>	
<b>MUNICIPAL MANAGER:</b>	
<b>MAYOR:</b>	

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## **1. DEFINITIONS**

In this policy, unless the context indicates otherwise-

- a) **“employee”** means any person, excluding an independent contractor, who:-
  - I. works for the Mohokare Local Municipality and who receives, or is
  - II. entitled to receive, any remuneration;
- b) **“Council’ or “Municipality”** means the Mohokare Local Municipality
- c) **“Bereavement”** means the loss of an employee and immediate family member by death.
- d) **“Immediate family member”** –means the spouse(s) or the life partner, the children, parents and siblings of an employee in the institution.

## **2. DELEGATIONS**

- a) The responsibility to ensure that the Memorial Service, purchase of the wreath and car lies with Human Resource.
- b) The Supply Chain unit will assist Human Resource in all procurement needs for the Memorial Service and Funeral arrangements including transportation.

## **3. OBJECTIVES**

- a) To provide a framework for management of bereavement processes for a deceased municipal employee.
- b) To make a provision for establishment of a sustainable mechanism for provision of support to the family of the deceased employee of the municipality.
- c) To provide a framework for cost management and recovery arising out of the support to bereaved family.
- d) To promote good fellowship during the time of need to the bereaved family.
- e) To facilitate extension of condolences to the bereaved family of the deceased person.

**4. APPLICATION OF THIS POLICY**

- a) This policy will apply to all temporary, contract (including section 54(A) and section 56 managers) and permanent employees of the Municipality.
- b) Provisions of this policy will be binding to Council, Management and Employees of the Municipality.
- c) Application of this policy may not be extended to non-employees of the Municipality, except in the case of Bereavement visits in relation to the immediate family member of a municipal employee
- d) This policy may be applied to trainees attached to the municipality as determined by the Municipal Manager.

**5. PRINCIPLES OF THIS POLICY**

- (a) The application of this policy shall be balanced with the interests of the Municipality.
- (b) The operation of this policy shall not interfere with nor interrupt the smooth rendering of services to the community.
- (c) 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.

**6. POLICY PROVISIONS**

- a) Every deceased employee of the Council including Section 54(A) and 56 shall have the following:-
  - I. The Bereavement Visits and Memorial Services
  - II. The Funeral Arrangements

**7. BEREAVEMENT VISITS AND MEMORIAL SERVICES**

- a. Human Resource upon receiving written notification of death of an employee or a death of an immediate family member of an employee, shall arrange the following:-
  - Issue a memo approved by the Municipal Manager notifying Council and all employees of the death
  - Issue a memo approved by the Municipal Manager with details of the
    - Bereavement Visit to the family
    - Memorial Service
    - Funeral arrangements

- The Bereavement Visit and the Memorial service will held for a period not exceeding two (2) hours in a working day.
  - Bereavement visits will be limited to employees based in the same town where the employee was based. These visits will also be applicable to immediate family members of the municipal employees only.
- b. Human Resource will also immediately start all the claims processes towards the deceased employees' funeral scheme associated with the municipality.
  - c. Human Resource will offer arrangements support to the department/unit in which the bereavement has occurred for all memorial service preparations.
  - d. The bereaved department will designate at least three officials to work in conjunction with human resource in preparations of the memorial service.
  - e. A preacher of the family's choice or the municipality's choice shall be arranged by the Municipality at no cost.
  - f. A municipal vehicle will be made available to assist members of the bereaved family with transportation to the memorial service.
  - g. The municipality shall to provide transport for employee based at other municipal towns in order to attend the memorial service. A vehicle load of one (1) combi or a quantum size per town will be released for other employees on a first come first serve basis.
  - h. A programme for the memorial service in honour of the deceased employee should be conducted peacefully and the following items in consultation with the family will be standard for a memorial:
    - i. Speech by Councillor as an employer
    - ii. Speech by the Director and/or Manager on behalf of the Department/Division
    - iii. Colleagues/ co-worker
    - iv. Friend
    - v. Organized Labour
    - vi. Family members
    - vii. Candle light
    - viii. Sermon

## **8. THE FUNERAL**

- a) A bouquet (coffin-spray) and a card will be given to the deceased' family at cost to Municipality.
- b) No subsidy shall be paid or Municipal car will be availed to any employees or the bereaved family towards the cost of transport to attend the funeral of a co-worker.
- c) The attendance of a funeral by colleagues of the deceased employee shall be voluntary and not regarded as a remunerative activity or work.
- d) In the event of death of an employee who will be buried outside the borders of Mohokare, the Municipality shall avail transport for the mourners from the municipality to attend the funeral service, instead of the memorial service, within the borders of South Africa on a shared cost basis. Space on the transport will also be on a first come first serve basis.
- e) Employees whom will be attending funerals outside the boundaries of the Municipality will complete an indemnity form.

## **9. GENERAL PROVISIONS**

- a) No cost of accommodation will be incurred in respect of any funeral related arrangement by the municipality.
- b) No cost of food or drinks will be incurred in respect of any funeral related arrangements by the municipality.
- c) There will be a budget set aside by the municipality specifically for bereavement or funeral service related expenses.
- d) 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.
- e) No employee shall claim overtime nor time off for any time spent in attendance of any bereavement related occasion.
- f) 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.