

MBHASHE LOCAL MUNICIPALITY

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HUMAN RESOURCE POLICY

BEREAVEMENT POLICY

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CORE BUSINESS AREA	CORPORATE SERVICES DIRECTORATE
OPERATIONAL AREA	ALL DIRECTORATES
VERSION	
DATE	
FILE NAME	BEREAVEMENT POLICY
FILE NUMBER	
BUSINESS OWNER	MBHASHE LOCAL MUNICIPALITY

OWNER: CORPORATE SERVICES

CLIENT: MBHASHE LOCAL MUNICIPALITY

DOCUMENT CLASSIFICATION: CONFIDENTIAL

MBHASHE LOCAL MUNICIPALITY BEREAVEMENT POLICY

1. INTRODUCTION

Mbhashe Local Municipality recognises that death is unavoidable and, as a caring employer, seeks to create a supportive environment for its Councillors, employees and their immediate family members during the times of bereavement.

2. DEFINITIONS

Immediate family: means spouse, parents, adoptive parents, children including adopted children, parents in law.

Councillors: means any other councillors and traditional leaders deployed to the municipality forming the municipal council

Staff: means any other person who, in any manner, assists in carrying out or conducting the business of an employer and is employed;

- Staff employed on a permanent basis
- Staff employed on a fixed term contract; and
- Interns or learners in a learnership or Work Integrated Learning program

3. PURPOSE OF THE POLICY

To ensure a uniform, fair and consistent approach in dealing with the-

- Death of Councillor and staff, as well as
- Death of the immediate family members of staff (where relevant)

To ensure the following principles are adhered to: Equity, fairness, respect and compliance

4. AUTHORITY OF THE POLICY

The policy is authorised and issued by the Mbhashe Municipal Council to Councillors and employees (whether permanent or temporary) of Mbhashe Local Municipality.

5. SCOPE AND APPLICATION

This policy applies to all Mbhashe Local Municipality Councillors, staff and their immediate family (as defined), contract workers and Interns while employed by the municipality including Work Integrated Learners and Leaners on Learnership, to the extent provided for herein. This policy doesn't apply to consultants, independent contractors or contractors.

6. POLICY PRONOUNCEMENT

6.1 DEATH OF A COUNCILLOR AND STAFF MEMBER

The Unit, Department or relevant manager will be responsible to inform the Corporate Services Department and the office of the Municipal Manager of death that happened. Corporate Service Department must be equipped to provide counselling through Employee Wellness Practitioners to both the deceased's colleagues and family members.

6.2 DEATH OF THE IMMEDIATE FAMILY MEMBER OF COUNCILLOR AND STAFF

The Corporate Service Department, upon being notified, will provide psychological support to the concerned family members (based on assessment and consent from the employee)

Transport may be provided for the death of the immediate family member of Councillor and staff but not accommodation.

7. COMMUNICATION

This policy will be communicated through awareness sessions, workshops of Councillors by the Corporate Services Department and in staff meetings and it shall be made available in each Department and in the Intranet.

8. GENERAL MEASURES FOR THE DEATH OF A COUNCILLOR AND STAFF MEMBER

8.1 COORDINATING COMMITTEE

A Coordinating Committee will be established to ensure that all processes outlined in this policy are carried out as outlined. The Corporate Services Department will coordinate the establishment of the committee.

The Coordinating Committee will comprise of the Councillor (preferable chairperson of the members interest committee), HR Manager, and Communication Manager, Managers from each Department with BTO preferably seconding SCM Manager, Unit Managers and the Transport Officer.

The duration of the Committee shall be a minimum of a year and shall meet at least Quarterly and when necessary.

The roles of each department will be outlined to members and when an incident takes place depending on the needs. Communication will be circulated as reminders of roles to the affected departments and relevant units.

The Committee is fluid, allowing for representatives to be alternated as and when the need arises. The important aspect is that every department should be represented.

When the incident takes place, the affected Department should take a lead.

The Corporate Services Department, through its HR Unit, must assist the bereaved family with Benefits, provision of Counselling services to Councillors, employees and family. Communication Unit will notify employees about death. Affected Departments shall deal with program and relate with family on issues of memorial service and communicate memorial service issues with Communication Unit and delegates an official from the department to collect condolences and donations where necessary.

Transport unit will assist with the provision of transport when approved.

The committee will meet and identify challenges and come up with interventions to close challenges.

8.2 DEATH OF A COUNCILLOR AND STAFF MEMBER

8.2.1 NOTIFICATION OF DEATH

In the event of the death of a Staff member, the affected Manager must inform the Corporate Services Department which will in turn inform the Communication Unit.

Communication in turn, will liaise with Heads of Department on assembling time and venue for a brief prayer thereafter all staff members.

An assembly will be convened by the affected HOD or delegate an official to inform staff on the loss.

8.2.2 OFFICIAL DELEGATION

An official delegation will be nominated, to pay a home visit to the immediate family of the deceased staff member after the receipt of the notification of death, and to represent the department at the staff member's funeral.

HODs will nominate the delegation, with the direct supervisor of the deceased being part of the delegation.

Representatives from HR Unit, especially the Employee Wellness section should form part of staff members.

The delegation numbers will be approved by the Municipal Manager and the speaker in the case of councillors.

All delegates must receive pre-approval from their HODs

The delegations accommodation (one night if necessary) costs will be funded by their relevant departments.

8.2.3 ROLE OF EMPLOYEES

It is to offer assistance in the form of giving a helpful hand in the proceedings and arrangements of the memorial service and funeral service, where necessary. Contribute financially through condolences, towards the proceedings of the funeral. Contribution to condolences is voluntary and is dependent on the contributor.

8.2.4 BEREAVEMENT COUNSELLING

8.2.4.1 AFFECTED DEPARTMENT/UNIT

In the event of the death of a staff member or Councillor;

Within 72 hours of receipt of the notification of death, the HR Units Employee Wellness section will arrange services for voluntary individual or group debriefing session (when there is a need), to employees of the affected Department and to all employees.

When councillor or staff attached to the Department or Unit require additional support on an individual basis, this will be provided by the Employee Wellness section.

Should further support be required, the Employee Wellness section will do assessment and referral (if necessary), preferable the affected individual with other affordable services.

8.2.4.2 AFFECTED FAMILY

In the event of the death of a councillor or staff member;

The Employee Wellness section will provide psychological support for the family during the week of notification of death.

Initial contact will be established within 48 hours of receipt of the notification.

Therapeutic and counselling services should be in line with EAP Policy

8.2.5 MEMORIAL SERVICE

A memorial service will be arranged by the affected Department in collaboration with the Communication unit on receipt of the family permission.

The Communication unit will be responsible for the development of the memorial service program with inputs from the affected Department and family.

The affected Department will invite the belated staff member's immediate family to the memorial service.

A municipal transport, approved by the Senior Manager Corporate Services will be made available for up to 30 family members to attend the memorial service. Additional family members may however attend the memorial service at their own costs.

Venue for memorial service should be near the work station where the employee was working, (e.g. Dutywa for Dutywa employees and Willowvale for Willowvale employees).

8.2.6 CONDOLENCES

The affected Department will nominate individual/s who will be responsible for collecting condolences from Councillors and staff. Again, condolences are voluntary.

8.2.7 TRANSPORT TO THE FUNERAL

A municipal bus or vehicles approved by the Senior Manager Corporate Services will be provided for attending memorial service.

Officials who are receiving travelling allowance or are not allowed by policy to utilise municipal vehicles may utilise their vehicles for attending the memorial service and funeral only if permitted by the HOD or the Municipal Manager.

8.2.8 ACCOMMODATION FOR STAFF TO THE FUNERAL

Accommodation approved by the HODs will be provided for attending funeral for the councillors or officials who are transported by the department to attend, if necessary, depending on distance in Kilometres. This will also depend on the role councillor or staff will play in the funeral.

8.2.9 PASSING OF A COUNCILLOR OR STAFF MEMBER'S IMMEDIATE FAMILY MEMBER

8.2.10 NOTIFICATION OF DEATH

In the event of death of a councillor or staff member's immediate family member, the affected department shall inform the Communication unit in writing, which with permission of the affected family, will issue a notification to all staff and councillors.

The affected employee or councillor may voluntary refer him/herself to the Employee Wellness practitioner for psychological support.

Transport may be provided to attend the memorial service or funeral for the councillor or employee's immediate family member only if approved by the Municipal Manager.

8.2.11 BEREAVEMENT COUNSELLING OF AFFECTED COUNCILLOR AND STAFF MEMBER

The EAP Policy will be implemented based on the consent of the bereaved employee.

8.2.12 RESOURCES PROVIDED BY THE EMPLOYER DURING DEATH OF A COUNCILLOR/STAFF MEMBER

Transport

Venue for memorial service

Accommodation

EAP Services

9. LEAVE ARRANGEMENTS

Leave arrangements will be taken as per Mbhashe Local Municipality's leave policy for registered participants.

10. INCEPTION DATE OF THE POLICY

On approval by Mbhashe Local Municipal Council

11. AMENDMENT AND REVIEW

This policy shall be reviewed as and when there are new developments in terms of legal mandates and legislation.

12. ENQUIRIES

Human Resources Manager

AUTHORITY

Approved by Council and Signed by:



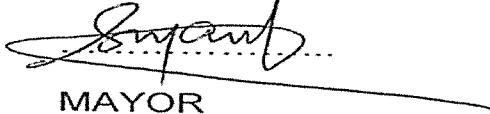
M Nako

Acting Municipal Manager

04/07/2017

Date

Cllr. Janda S.N



MAYOR

04/07/17

Date