



# MANTSOPA LOCAL MUNICIPALITY BEREAVEMENT POLICY

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.

## INTRODUCTION

The Mantsopa Local Municipality (MLM) seeks to treat its employees as humanely and indiscriminately as possible during sad and happy times.

## POLICY NORMS, VALUES AND PRINCIPLES

The whole process must be underpinned by among others, the following; fairness, equity, honesty, transparency and openness.

The following statutes shall form the basis of the municipality's Funeral Policy:

- Constitution of the Republic of South Africa, Act 108 of 1996
- Labour Relations Act no. 66 of 1995.
- Basic conditions of Employment Act no. 75 of 1997
- Employment Equity Act no. 55 of 1998
- Occupational Health and Safety Act no. 85 of 1993.
- Municipal Systems Act, 32 of 2000
- Municipal Structures Act, 117 of 1998
- Municipal Finance Management Act, 56 of 2003

## DEFINITIONS

In this policy unless the context indicates otherwise

**Employee-** means a permanent, temporary, and internship or contract employee or apprentice receiving pay or entitled to it, but excluding a student and independent contractor.

**Councilor** means a councilor as defined in terms of the Local Government: Municipal Systems Act, No. 117 of 1998

**Spouse-** Legal husband or Live-in partner (Living for more than 5 years)

**Child-** Biological child or adopted or legal guardianship

**Parent-** Biological parents

## 2. OBJECTIVES

2.1 To promote cultural satisfaction and ubuntu within the Mantsopa Local Municipality.

2.2 To entrench accountability in all bereavement activities of the Mantsopa Local Municipality.

2.3 To build a caring Mantsopa Local Municipality culture during times of bereavement.

2.4 To provide assistance to bereaved families of employees and councilors during the passing away of employees, councilors, their spouse, child, and parents

2.5 Policy is also aimed at assisting employees, councilors or bereaved families of employees and councilors with the supply of chairs, venues, grading of streets, supply of firewood, and programs where possible prior to the holding of the funeral of a deceased employee and/or councilor. In the passing of a spouse, child, and parent only firewood will be provided. In a case of two deaths, priority shall be given to the deceased employee's family.

## 3. BENEFICIARY POLICY TARGET

The beneficiary targets of this policy are the Mantsopa Local Municipality employees; councilors; their spouse; child; and parents.

## 4. CO-ORDINATION

#### **4.1 The Responsibility of the bereaved family**

- Inform the Supervisor or head of department/ Mayor/ Speaker
- Submit death certificate and relevant documentation to the Human Resource Division

Note: This information should be communicated by a staff member to their respective family while still in the employ of the Municipality.

#### **4.2 Roles and Responsibilities of the Bereavement Committee**

- It is the responsibility of the supervisor and/or the Head of Department to ensure that the Director Corporate Services is informed as soon as possible of the death.
- Funeral activities are coordinated in the Corporate Services Department.
- The head of Corporate Services Department shall formally communicate with the Bereavement Committee.
- The Employee Wellness Officer will formally inform the various municipal departments and councilors of the death.
- The Corporate Services Directorate, through the Human Resources Management office will report the death to the relevant funeral Scheme or Pension / Provident Fund and assist with the completion of claims for benefits pertaining to:
  - (i) Death of an employee in active duty
  - (ii) Death of next of kin of Employees / Councilors

### **5. MEMORIAL SERVICE**

- A memorial service shall be held within a reasonable time after the bereavement has been reported. The Bereavement Committee will be responsible to convene a memorial service, involving the family in all steps of the arrangements.
- Municipal Employees staying outside Ladybrand, in time of death, memorial services will be held in their respective towns.



- A memorial service will be held for the following:
  - (i) Employees
  - (ii) Councilor.
- The affected Department shall closely co-operate with Bereavement Committee in preparations for the service.
- In the event of the bereaved family organizing a memorial service outside the jurisdiction of Mantsopa, the Municipality shall send representatives:
  - (i) Municipal Manager or his/her delegate
  - (ii) All heads of departments or delegated representatives
  - (iii) Head of the relevant department or his/her delegate;
  - (iv) The Supervisor of the deceased employee or his/her delegate;
  - (v) The Chairperson and the Bereavement Committee.
- The municipality will provide transport for employees to attend the memorial service. However this will be depending on the availability of transport.
- The Bereaved family shall be transported to the Employee's Memorial Service. However this is only applicable to families within the Mantsopa Local Municipality jurisdiction.

## 6. CONTRIBUTIONS

- The Mantsopa Local Municipality shall buy a sympathy card or wreath only when the following people have passed away:
  - (i) Employee;
  - (ii) Councilor;
- Employees and Councilors of the Mantsopa Local Municipality will make a voluntary contribution of an amount of R20 that will be deducted from salaries on monthly bases.

- If an employee did not contribute to this Mantsopa funeral fund, he/she will not be reimbursed during time of death.
- Payout breakdown:
  - (i) Death of employee; R20 from each member of the Mantsopa Funeral Fund will be paid out
  - (ii) Death of spouse, child, and parent; R10 from each member of the Mantsopa Funeral Fund will be paid out.
- Bereavement Committee will be seeing to it that the donations are sent on time to the bereaved family before the date of the funeral.

## **7. TERMINATION OF MANTSOPA FUNERAL FUND**

If a member of the Mantsopa Funeral Fund decides to cancel their membership, he/she shall not be re-immersed.

## **8. TRANSPORT**

- The Bereavement Committee in consultation with Corporate Services Director will see to it that the bereaved family is assisted with transport in terms of Memorial Service and funeral arrangements if needed. However, this is depending on the availability of transport and only applicable within the Mantsopa Local Municipality jurisdiction unless otherwise approved by the Municipal Manager.
- The request to attend a funeral in official capacity should be made by Bereavement Committee and be submitted to the Director Corporate at least the Wednesday prior to the commencement of the funeral.
- In a situation where the funeral takes place locally only employees who are on standby are allowed to utilize municipal vehicle when attending funeral.
- Municipal vehicles will be availed to be used for funeral and memorial attendance purposes anywhere in South Africa. Depending on the availability of vehicles.

## **9. ELECTION OF THE BEREAVEMENT COMMITTEE**

- The Committee shall be elected by the LLF or otherwise advised by Head of Corporate Services.
- The Committee shall be elected every two years or as and when a vacancy appears.

## 10. CONCLUSION

The implementation of the policy would assist towards building a caring community within the Mantsopa Local Municipality. It would also assist in the deepening of the values that the Mantsopa Local Municipality embraces, such as respect, diversity, ubuntu, enjoyment and teamwork, transparency in our operations and activities.

## TRANSITIONAL ARRANGEMENTS

- Anything which has been done in terms of any other policy prior to this one, and which may be done in terms of this policy, must be regarded as having been done in terms of this policy.
- Policy shall be reviewed every three years after approval by council.
- Any employee who feels aggrieved by the application of the policy may submit his/her grievance in terms of the grievance procedure (SALGBC) as well as the Labour Relations Act, 108 of 1995.

## AUTHORITY

### POLICY IMPLEMENTATION AUTHORITY

Corporate Services Department through the Human Resources Administration Division

Policy Formulation	:	Executive Manager Corporate Services
Policy Authorisation	:	Council
Date of approval	:	
Next review date	:	