

# *Blouberg Municipality*



## **CHAPTER 32: BEREAVEMENT POLICY**

### **1.PREAMBLE**

The Blouberg Local Municipality as a caring employee establishes the bereavement policy in order to display empathy to families of officials and councillors.

### **2.PURPOSE**

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

Death of the staff, as well as Death of the immediate family members of the staff  
To ensure that the following principles are adhered to: Equity, fairness, respect and compliance

### **3.SCOPE OF APPLICATION**

The policy will apply municipal councilors, all employees, contract workers and interns while employed by Blouberg Local Municipality

### **4. LEGISLATIVE AND POLICY FRAMEWORK**

There are no legislations governing this aspect, however any payment which shall be paid from the municipal coffers should be done in terms of Municipal Finance Management Act.

Blouberg Municipality recognizes that death is unavoidable and as a caring employer, seek to create a supportive environment for its employees and their immediate family members during time of bereavement.

### **5.POLICY STATEMENT**

Death requires both the Municipal Councilors and official to support each other whenever it occurs.

## **6.ACRONYMS**

**EH&W:** Employee health and wellness

**HR:** Human Resource

## **7.DEFINITIONS**

Immediate family: Parents, spouse, life-partner, children and parents-in-law

Staff: any person who in any manner assist in carrying on or conducting the business of the employer and is employed. (i.e. Staff employed on a permanent basis, fixed contract, municipal leadership and Interns

## **8.INTENT**

To assist bereaved family with benefits, employee wellness-offer counselling (emotional support) to the employee and the family

### **(a)Death of the staff member (compulsory)**

The departmental manager concern will be responsible to inform the HR, and EH&W. HR official will inform communication unit, Director and Municipal Manager. Communication unit will in turn informs all staff members and councilors  
Transport and accommodation will be provided to immediate family members were necessary.

A coordinating committee will be established to ensure that all processes outlined in the policy are carried as outlined. Corporate services Department through its Employees wellness unit will facilitate the coordination of the committee

The committee will comprise of the representative from HR, Employees wellness, Communication, Affected unit and Auxiliary support

Communication unit will notify employees about death, coordinate memorial services program and relate with family on issue of memorial services.

Official delegation will be nominated, to pay a home visit to the immediate family of the deceased within 48 hours of the receipt of the notification of death

All members of delegation must obtain prior permission from their respective supervisors/mangers

The delegation's transport and one-night accommodation costs will be funded by the municipality if there is a need for accommodation

### **(b) Condolences**

(i) Shall be compulsory if main member passed away

(ii) Shall be paid to bereaved family within 48 hours. All employees will be required to contribute R300 when Employee/Councillor passed away.

### **(c) Transport for staff to funeral**

A 60 seater bus will be provided for attending funeral. Officials who are in possession of car allowance may utilize their vehicles for the purpose of attending funeral services, only if permitted by the Municipal Manager, a municipal vehicle/bakkie will be provided to assist the family during the week when the municipal employees passed away.

**(d)Death of family members (optional)**

The policy should cover the following:

- (i) Parents of the main members.
- (ii) The in-laws to the main members
- (iii) The Biological children of the main members
- (iv) All members are to enlist their beneficiaries and payments for condolences should only be informed.
- (v) All those who will submit their beneficiaries list and in the process benefit from the policy will not be allowed to deregister from the policy.
- (vi) All participating members will be required to pay R100. 00 condolences

**9.DISPUTE RESOLUTION**

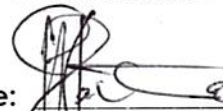
In case a dispute over the application and interpretation of this policy is to arise the Municipal manager to serve as the Arbiter over the dispute.

**10.POLICY APPROVAL**

This policy was formulated by HR Management in consultation with the Local Labour Forum.

**Authorised by Municipal Manager:**

Signature:

 Date: 30/07/2024

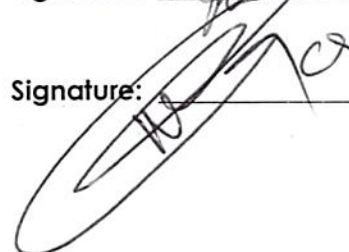
**Recommended by Portfolio Committee  
on Corporate Services:**

Signature:

 Date: 30/07/2024

**Approved by Municipal Council:**

Signature:

 Date: 30/07/2024