

Bereavement Handling Procedure



Molemole Municipality

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1. PURPOSE AND OBJECTIVES OF THE POLICY

- 1.1 The municipality recognises and empathizes with employees and Councilors' direct bereavement and seeks to support them during such an occurrence.
- 1.2 This procedure manual seeks to provide assistance to bereaved families of employees and Councillors in case of passing away of their next of kin.
- 1.3 The purpose of this procedure manual is to provide guidelines on dealing with employees and Councillors' bereavement in a consistent, fair, transparent and uniform manner
- 1.4 The municipality will facilitate an agreement with the financial broker (Alexander Forbes) who will administer the funeral cover contributions and claims processing.

2. SCOPE OF APPLICATION

- 2.1 This policy applies to all permanent employees and Councillors of Molemole Local Municipality; excluding employees of short-term contract and contractors doing work project work for the municipality.
- 2.2 This policy does not serve to replace employees' and Councilors' responsibilities and liabilities to provide for their own bereavement by joining Burial Societies and Funeral Benefit Schemes.
- 2.3 The Councillors and permanently employed officials will have to voluntarily contribute the agreed amount to the approved benefit structure with the broker, to cover in case of the death of the councilor or employee, their next of kin and registered beneficiaries.
- 2.4 The cover for employees in terms of the 2.1 and 2.2 above will automatically cease to apply on the date of termination of service by the employee or Councillor.

3. POLICY NORMS, VALUES AND PRINCIPLES

3.1 The application of this policy will be underpinned by Batho Principles as outlined below:

- a. Consultation
- b. Service Standards
- c. Courtesy
- d. Information
- e. Openness

- f. Redress
- g. Value for money
- h. Transparency

4. POLICY APPLICATION AND AUTHORITY

Corporate Services Department is entrusted with the responsibilities for implementing this policy

5. PASSING AWAY OF A COUNCILLOR/EMPLOYEE OR NEXT OF KIN

5.1 Duties of the family

- 5.1.1 Inform the Municipality through Corporate Services department about the passing of a Councillor, employee or qualifying beneficiary.
- 5.1.2 Designate a person to liaise with the Municipality on all funeral arrangements;
- 5.1.3 Submit relevant documentation to the Human Resources Division for processing of claims.

5.2 Duties of Molemole Municipality

- 5.2.1 Constitute a committee to assist where possible with the preparation of the memorial and funeral services. The committee shall be constituted by at least two (2) representative from unions and two (2) from the Management.
- 5.2.2 Process claims for applicable benefits and to inform the family of progress thereof.
- 5.2.3 The Committee must notify all employees and other outside stakeholders about the incident;

5.3 BENEFICIARIES

- 5.3.1 This policy will cover the following qualifying beneficiaries:

- **EMPLOYEES AND COUNCILLORS**

- **WIFE/SPOUSE OR LIFE PARTNER**
- **BIOLOGICAL / LEGALLY ADOPTED CHILDREN**

6. APPLICABLE BENEFITS

6.1 The Municipal Councillors and permanently employed official will contribute an agreed amount and the cover will be as follows:

6.1.1 Employee / Councillor cash benefit of – to be decided with the broker

6.1.2 Wife / Spouse / Life Partner cash benefit of – to be decided with the broker

6.1.3 Biological / Legally adopted children cash benefit – to be decided with the broker

6.2 Contribution for the benefit scheme/cover shall be for the cost of the Councillors and permanently employed officials.

6.3 In the event of death of an employee/councillor the municipality shall delegate representative from the affected department, the effected union in the case of an employee, the affected political party in the case of political office bearer and representative of the Human Resource Division.

7. MEMORIAL AND FUNERAL SERVICES

7.1 Memorial service

7.1.1 Memorial services for an employee and councillor will be held at the municipal service point closet to the workplace of the deceased employee or councillor.

7.1.2 The following aspects will as far as is possible be catered for by the municipality if need be:

- a. Venues
- b. Programmes
- c. Transport for family & all employees/Councillors

7.2 Funeral Service

- a. Venue
- b. Wreath

8. POLICY COMMENCEMENT

The Policy shall take effect on the date determined by the Council through a resolution published and displayed on the municipality's notice boards, website or newsletter.

9. POLICY AMENDMENT

7.1 The policy shall be reviewed after every financial year by Corporate Services Portfolio Committee for any additions or adjustments that are in line with changing patterns.

7.2 The Majority members of Council must approve the amendments before they are adopted as being part of the policy


7.3 Any separate but relevant information that may be made available from time to time will be annexed into this policy after which it shall form part of this policy.

7.4 In the event of any inconsistencies between this policy and any other government legislation, such legislation prevails

7.5 Any practice 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 terms of this policy

10. POLICY APPROVAL

a) Date of Approval by Council

Signature:	
Initials and Surname:	ME PAJA
Designation:	MAJOR
Council Resolution Number:	OC/7.3.2/30/05/23
Council Date:	30/05/2023