



GREATER GIYANI MUNICIPALITY

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Employee Bereavement / Funeral Policy

Council Resolution CR98-30/05/23

Object

To provide guidelines for dealing with death of a permanent, temporary and EPWP staff member during his/her employment with the municipality.

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1. SHORT TITLE AND COMMENCEMENT

This policy is called the 'Employee Bereavement/Funeral Policy' and will come into operation on a date duly approved by Council and signed by the Mayor of Council.

2. AIM

To ensure a uniform, fair and consistent approach in dealing with the death of staff as well as death of their immediate family members.

3. SCOPE AND APPLICATION

- (a) The policy applies to a permanent staff, temporary staff and EPWP staff members during his/her employment with the municipality.
- (b) People in learnership and consultants are excluded from the policy.

4. DEFINITION / ABBREVIATION

"municipality" - Greater Giyani Municipality.

"GGM" - Greater Giyani Municipality

"staff" means — (a) The employees of the municipality, including the municipal manager (b) Any other person who in any manner assist in carrying on or conducting the business of an employer (c) Staff employed on a permanent basis (d) Staff employed on fixed term contract; and (e) Interns (individuals who have completed their tertiary studies and are supervised within the Municipality for the purposes of gaining experience for employment opportunities)

"employee/staff" means- any person employed by the municipality but excluding an independent contractor who works for another person or for the State and who receives, or is entitled to receive, any remuneration.

"immediate family member" means the employee's spouse, child and parent.

5. PREAMBLE

The Greater Giyani Municipality recognises the fact that death is unavoidable and, as a caring employer, seeks to create a supportive environment for its employees during the times of bereavement.

6. GENERAL MEASURES

(1) Coordinating committee

- (a) A coordinating Committee comprising of all representatives of all municipal departments and unions representatives will be established to coordinate bereavement arrangements on behalf of municipality.
- (b) The committee will be responsible for coordinating and arranging the memorial service and funeral.
- (c) The committee will ensure that all processes outlined in this policy, unfold in respect of each notification of death received.

7. DEATH OF A STAFF MEMBER

(1) Notification Of Death

- (a) In the event of the death of a staff member, the corporate department will inform the Accounting officer and communicate with all staff members.

(2) Municipal Contribution

(a) In the event of death of a staff member, the municipality will do the following:-

- (i) Financial contribution to the amount of R40,000.00 (forty thousand rand) towards funeral expenses ;
- (ii) Of which R10,000.00 shall be used for the memorial service while the remaining R30,000.00 shall be paid to the family beneficiary after submitting the following documents:
 - (aa) Certified copy of Death Certificate of the Deceased
 - (bb) Certified copy of the ID of the Deceased
 - (cc) Notification of Death form DHA 1663, (formerly B1- 1663)
 - (dd) Proof of banking details (signed, dated and stamped bank statement not older than three months) for the beneficiary.
 - (ee) The payment shall be made within forty eight (48) hours from the date of claim.
- (b) Technical Services Department must fetch and deliver firewood, water and blading of street parking and to graveyard.
- (c) In the event of death of a temporary employee (EPWP) employee, the municipality will do the following:-
 - (i) Financial contribution to the amount of R10,000.00 (ten thousand rand) towards funeral expenses and payment shall be deposited to the beneficiary after submission of the similar documents as in Clause 3(ii) (aa) to (ee) above.
 - (ii) Sub (b) will apply

(3) Counselling

- (a) Affected department: In the event of the death of a staff member_
 - (i) Within 48-72 hours of receipt of the notification of death of a staff member, all staff members attached to the affected department if the need arises will attend a voluntary group debriefing session.
 - (ii) Where staff attached to the department require additional support on an individual basis, an assessment and referral (if necessary), will be done.
 - (iii) In the event of a referral, the affected employee will be referred to the service provider contracted by the municipality to a maximum of six (6) sessions.
 - (iv) Should further support be required, the Employee Wellness Unit will link the affected individual with other free of charge/ affordable service providers, at cost to Greater Giyani Municipality.

8. MEMORIAL SERVICE - STAFF MEMBERS/EMPLOYEES

- (a) The municipality will invite the belated staff member's immediate family members to the memorial service, and will provide refreshments and transport to the memorial services.

9. TRANSPORT FOR STAFF TO THE FUNERAL

- (a) The municipality will provide transport for a staff member to and from the funeral.

10. PASSING OF STAFF MEMBER'S IMMEDIATE FAMILY MEMBER

(1) Notification Of Death

- (a) In the event of the death of a staff member's immediate family member, the affected department must inform the corporate department.

(2) Official Delegation

- (a) An official delegation will be elected, to pay a home visit to the staff member within 48 hours of receipt of the notification of death, and to present the municipality at the funeral.

11. IMPLEMENTATION OF THE POLICY

Upon approval by the council, the policy must immediately be implemented.

12. POLICY REVIEW

The policy shall be reviewed as and when required, but within a cycle of five years.

Signed by:

CLLR ZITHA T
MAYOR

SIGNATURE

DATE

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