



INGQUZA HILL LOCAL MUNICIPALITY

BEREAVEMENT POLICY

REVIEWED: 2025

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1.PURPOSE OF THE POLICY

To ensure a uniform, fair and consistent approach in dealing with death as well as death of the immediate family members of relevant councilor or employee. To ensure that quality, fairness, respect and compliance is followed.

2.DEFINITION OF TERMS

Municipality is a town or district that has local government

Departments is a division of an organization such as Municipalities, Government or Universities

Councilors are members of the Local Government Council.

Employees any person who in any manner assists in carrying on or conducting the business of the employer and is employed.

EPWP is a key initiative funded by government, which provides public or community services through various government programmes. These programmes normally include environmental projects, social community upliftment programmes, construction, and more

Interns is temporary structured work experience offered by organizations to students or young professionals.

Counselling is a provision of professional assistance and guidance in resolving personal or psychological problems

3. POLICY STATEMENT & RELEVANT LEGISLATION

3.1 Policy Statement

IHLM recognizes the fact that death is unavoidable, and as caring employer seeks to create a supportive environment for its councilors or employees and their immediate family members during times of bereavement

3.2 RELEVANT LEGISLATION APPLICABLE TO THIS POLICY

- 1) Basic Conditions of Employment Act No 75 of 1997.
- 2) Labor Relations Act No 66 of 1995.
- 3) Municipal Systems Act No 32 of 2000.
- 4) Municipal Finance Management Act No 56 of 2003.
- 5) Conditions of Service.
- 6) Disciplinary Code and Procedure.
- 7) Collective Agreements such as the Organizational Rights Agreement.

4.POLICY CONTENT

This policy applies to all IHLM Councillors, employees, EPWP, interns and immediate family members with the following content:

4.1 POLICY PRONOUNCEMENT

4.1.1. WHAT HAPPENS WHEN A COUNCILLOR, EMPLOYEE AND FAMILY MEMBER DIE

Each department concerned will be responsible for informing the health and wellness section and other units whose services will be required as stated to assist. The health and wellness section will provide counselling to both the deceased colleague and family members

4.2 DEATH OF IMMEDIATE FAMILY MEMBER OF THE COUNCILLOR / EMPLOYEE

4.2.1 The Health and Wellness unit upon being notified will provide emotional support to the concerned family members based on assessment and consent from the councillor / employee.

4.2.2 No transport and accommodation will be provided for the death of immediate family member of employee

4.3. GENERAL MEASURES FOR THE DEATH OF COUNCILLOR / EMPLOYEE & COORDINATION

4.3.1. Corporate Services through its Health and Wellness unit will facilitate the coordination and arrangements

4.3.2. Roles from each unit will be outlined to the members and when the incident takes place.

4.3.3. Communication will be circulated as a reminder of roles to the affected units and relevant units there will be no need to meet necessary for each incident that takes place.

4.3.4. Relevant units will be informed of their roles.

4.3.5. HR assists the bereavement family with benefits, Health and Wellness offers counselling (emotional support) to employees and family members.

4.3.6. Communication unit will notify councillors / employees about death and coordinate memorial services program and relates with family on the issue of memorial service issue and communicate the memorial service to affected department and collect condolences.

4.4. DEATH OF COUNCILLOR / EMPLOYEE

4.4.1. Notification of death in the event of death of the employee, councillors, the affected Speakers Office, Manager and Supervisor must inform Corporate Services Director and HR officials also inform communication unit and Health and Wellness unit

4.4.2. Communication will intern liaises with Speakers Office, Directors, Managers and Supervisors about the death of the Councillor or employee.

4.4.3. An assembly will be conducted with Speakers Office, Senior Managers, or Managers or delegated employees to inform the staff of the loss of the councilor / employee where possible.

4.5.OFFICIAL DELEGATION

4.5.1. An official delegation will pay a home visit to the immediate family of the deceased Councillor / Employee within 48 hours of the receipt of notification of the death and to represent the IHLM Councillors / Employees at the funeral.

4.5.2. The delegation will comprise all employees who are willing to visit the home of the deceased. All delegation members must obtain permission from their supervisors / Managers.

4.5.3 The transport and accommodation costs for delegation will not be funded by the corporate services if there is a need for accommodation but it is a duty of the affected department.

4.6 BEAREVEMENT COUNSELLING

In the event of death of the staff member-

1. Within 48 hours to 72 hours of receipt of notification of death the Health and Wellness unit will make available of its services for voluntary individual or group debriefing sessions if needed to the councilors / employees affected.
2. Where staff are affected, the unit requires additional support on an individual basis health and the wellness unit will provide the services as per EAP policy.
3. Should further support be required the Health and Wellness unit will do assessment and referral if needed.

4.6.1 AFFECTED COUNCILLORS OR EMPLOYEES FAMILY MEMBERS

4.6.1.1 In the event of the death of family member the health and wellness unit will provide emotional support to the family during the week of notification of death.

4.6.1.2. Initial contact should be established within 48 hours of receipt of the notification. Therapeutic and counselling services should be in line with EAP policy.

4.7. MEMORIAL SERVICES AND FUNERAL

4.7.1. Memorial services will be planned by corporate services and affected departments will coordinate.

4.7.2. Communication unit will be responsible for the development of the memorial service programme with the input of the affected department.

4.7.3. Transport will be provided for 15 family members and additional family members should attend the memorial service at their own costs

4.7.4 Venue for the memorial service should be near to the respective Ward for councilors and near the workstation for the employees.

4.8. CONTRIBUTIONS

The affected department will nominate individuals who will be responsible for collecting contributions from the staff. Contribution is voluntary.

4.9 TRANSPORT AND OTHER LOGISTICS FOR THE STAFF TO THE FUNERAL

4.9.1A 60-seater bus or approved vehicle by the Municipal Manager will be provided for attending memorial services.

4.9.2Transport should be provided to designated employees to a maximum of 5 employees for visiting the family of a councilor or employee who passed on.

4.9.3. If the bereaved employee's home is 500 km to and from then from the employee's workstation then the municipality should provide accommodation for such employees.

4.9.4. Decoration of the hall, sound system, and light meals will be provided for 200 attendees should be also provided during the memorial service and 20 000 will be made available for the coordination of the memorial service.

4.9.5Councilors / Officials who have car allowances need to request the use of the municipal transportation for the purpose of attending memorial service and funeral.

4.9.6The Community Service department will provide guard of honor for all councilors subjected by the approval of the Municipal Manager.

10. ACCOMODATION

Accommodation should be recommended to the wellness office subjected to approval by the senior manager corporate services for the maximum of 5 employees of the affected department or delegation will be provided for attending the funeral for the councillors / officials where necessary.

11.REASOUCES PROVIDED BY THE MUNICIPALITY DURING DEATH OF THE COUNCILLOR / EMPLOYEE.

1. Transport to the funeral
2. Venue for Memorial services and other logistics
3. Services of EAP, HRM, and other units which form part of the preparations

12.LEAVE ARRAGEMENTS

Leave arrangements will be taken as per leave policy for registered participants

13. GRANT SCHEME FOR EPWP BENEFICIARIES

- 13.1. Employer should provide societal support for temporal contract employees.
- 13.2. Contributions from the employer would be 60% and the employees would be voluntary to join and contribute 40% of the funeral scheme that will be deducted from the system (Payday).
- 13.3. On termination the beneficiary shall be responsible for 100% contribution as per vendor's condition.
- 13.4 Start date beneficiation will be negotiated with selected e.g. month one after the deduction.

14. INCEPTION DATE

The date of this policy is the day after approval

15. RELATED DOCUMENTS

- 15.1. Before drafting the policy, needs analysis was done to all IHLM employees and three other local municipalities were consulted.
- 15.2. The policy should be reviewed on a yearly basis when there are new developments in terms of legal mandates and legislation.

16. APPENDICES

Enquiries regarding any matter relating to this policy will be directed to the Health & Wellness Unit.

17. APPROVAL

This policy will come into effect on the date of adoption by the Council and be signed off by the following:

APPROVED BY



CLLR S.B. VATSHA
THE HONORABLE SPEAKER



DATE