
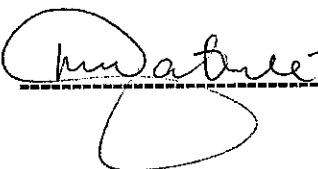




Compassion and Bereavement Policy for the John Taolo Gaetsewe District Municipality

POLICY NUMBER: 6.11.29.05. 2015	Approved Date: 29 May 2015
Effective Date: 1 July 2015	Review Date: Annually or when required

Speaker: 

Municipal Manager: 

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY



COMPASSION AND BEREAVEMENT POLICY

Reviewed 2014/2015

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COMPASSION AND BEREAVEMENT POLICY

1. INTRODUCTION

Death is a difficult phenomenon which we experience personally or through our families, relatives, friends, and colleagues. During this period, one requires emotional and other types of support that one can only find from people closest to you. In some instances, one may also experience emergencies within the home that one may need support and compassion to overcome. It is important that the John Taolo Gaetsewe District Municipality (hereunder referred to as JTGDM), as represented by Council, acts in these situations in a manner that properly acknowledges the loss, and acts sensitively and compassionately towards the affected staff member and supports him or her through such difficult period.

2. PURPOSE

The aim of the Compassion and Bereavement Policy is to provide staff members with information on the treatment that they can expect from Council in situations of domestic emergencies and death in the family as well as to provide managers with a framework within which to make decisions in times of bereavement and domestic emergencies, in order to minimize rather than to aggravate grief for staff members who have experienced death in their families, in order to facilitate the resolution of such grief.

The purpose of this policy is:

1. To ensure that our beloved who have passed on are treated with the dignity they deserve and afforded a funeral that befits their humanity;
2. To provide our colleagues who have death in the family with the support that they need to carry them through this difficult period;

3. To ensure that people are treated equally and to diminish any animosity that may be brought about by uneven treatment of staff members during their bereavement;
4. To provide a framework within which decisions can be made within such a difficult period;
5. To ensure that staff members who experience domestic emergencies receive the necessary compassion and support; and
6. To contribute to a culture of caring for one another as colleagues.

3. PRINCIPLES

The Compassion and Bereavement Policy is guided by the following principles:

Caring society The policy promotes the values of a welfare and developmental society, fostering a caring attitude among staff members.

Humaneness The policy recognizes the difference of circumstances, the nature of relationships and the observation of different religions and culture among staff members.

Accountability Although the Council would want to provide the necessary compassion and support to staff members in their times of difficulties, this is provided in an economical manner within the framework of all the relevant national legislation and with the Council remaining accountable for the use of resources to the community that it represents.

Flexibility The policy is intended to create a flexible and contemporary set of guidelines that recognize a variety of situations that the same staff members may have, as well as recognizing the changing definition of the family.



4. SCOPE OF THE POLICY

The Compassion and Bereavement Policy is applicable to the employees of JTGDM and Councilors, herein all referred to as staff members. This policy covers a range of exceptional circumstances which may affect staff members and extend in the appropriate circumstance the legislative rights of staff members as set out in the national employment legislations.

The Compassion and Bereavement Policy becomes applicable in the following circumstances:

1. Domestic emergencies;
2. In the event of a sick dependant;
3. An event of a sick adult whom the staff member cares for and where no alternative arrangements can be made for someone else to take care of such a person;
4. A serious incident involving a child (at school); and
5. Death in the family, death a staff member or death of a relative.

5. LEGAL MANDATES

This policy is informed by the following legal mandates or national legislations and internal policies:

OVERARCHING	LABOUR LEGISLATIONS	BARGAINING AGREEMENTS	INTERNAL POLICIES
The South African Constitution	Basic Conditions of Employment Act	Main Agreement	Leave Policy Travel and Subsistence Policy

6. DEFINITIONS

Some concepts that appear frequently in this policy require conceptualization. For the purpose of this policy, the following concepts will have the stated meaning unless stated otherwise,

Benefits means benefits provided in terms of the Travel and Subsistence Policy such as claims, accommodation, meals, and transport for work purposes.

Bereavement Bereavement is a personal space required by the staff member to deal with the passing on of a beloved one and to make arrangements/attend his or her funeral. This period may extend beyond the funeral to a period where the affected staff member can resume his or her normal life again.

- Compassion** means the support that is afforded to staff members in the event of emergencies and during the time of bereavement. This period may exceed the time of the burial.
- Council** means the highest decision making body in the JTGDM including councilors as defined in the Structure Act as well as the Municipal Manager. Council can be represented by the Executive Mayor and/or the Municipal Manager
- Councilors** means all members of the Municipal Council serving in the JTGDM including those seconded by local Municipalities and party representatives.
- Dependants** means the immediate members of the staff member who is affected by the death of a love one, or a domestic emergency, including and limited to spouse, and children.
- Domestic emergency** means any stressful circumstance that a staff member may be faced with, including, and not limited to, a road accident involving the staff member or his or her dependants, the theft of a car of the staff member or his or her dependants, a burglary at the home of the staff member, fire or flood at the home of the staff member. The circumstance may also be classified as domestic emergency at the discretion of the Municipal Manager, based on his or her understanding of the situation.
- Family members** means other close members of the family of the staff member who is affected by the death of a love one, or a domestic emergency, excluded from the definition "dependants". This may include and is limited to: brother, sister, and parents and children. Often, family members would reside in the same home as the staff member. (The definition includes adopted parents and children)
- Staff members** means officials who are in the employ of the on permanent or contract bases, excluding those appointed in anchor projects, and including councilors who are elected to serve in the JTGDM or serving on the PRM.
- Support** means any assistance provided to the affected staff members in the form of emotional support, assistance with logistical arrangements for the funeral, and financial assistance. This

support can be provided individually at a time or totally, as the need may arise.

7. SUPPORT FROM COUNCIL

Staff members will inform their line managers about their domestic emergency, death in the family, or death of a family member; the important aspect being that information should reach relevant people in order to provide the necessary support. The line manager will inform the Head of Department who in turn will inform the Municipal Manger and also initiate the actions to implement the policy. Council will provide support in the event of the death of a staff member, family of staff member, and relatives of the staff member. The support provided by the Council may include: transport, payment for accommodation for family members, assistance with the arrangements of the funeral, giving time off to staff members to participate in the preparations for the funeral and attending related services, transportation and accommodation for family members, as well as leave for the affected staff member as regulated by the Leave Policy. Support from Council is classified as follows:

1. Emotional support

Grief is very personal and we generally do not know what the effects of the death of a loved one can be on another person or the death of a colleague on the staff. Emotional support during bereavement relates to the Council understanding the position of the affected staff member and affording him or her, the necessary personal space to deal with his or her loss. Once the Council is informed of the circumstances, the staff member is entitled to the family responsibility leave as per the Leave Policy. Where the staff member is unable to return to work after exhausting the family responsibility leave, he or she should discuss with the line manager to take any further period of absence as annual leave or sick leave where his or her condition may prevent the staff member from returning to work.

Information about the death of the colleague may come from a variety of sources. Once the information is confirmed by Council, it is important that staff members are given an opportunity to talk about the death of the colleague so that they can begin to express the appropriate sense of grief or loss. Professional counseling should be

made available where necessary. Funeral arrangements should be communicated to all staff members through meetings and other internal communication methods. The Head of Department will take responsibility for the safe management of the deceased's office area and any personal effects. The Head of Department will send condolences to the affected family on behalf of Council. A wreath and a sympathy card will be made for the affected family, signed by all staff members.

2. Financial support

The Council will establish a fund and identify an insurer to cater for all staff members who are employed on contract basis. Upon appointment, all contract staff members will be encouraged to participate in the fund or present to Council, suitable insurance policies that could take care of their funeral arrangements in the event of their death.

In the event of the death of a staff member, the Head of Department of the deceased staff member will arrange for the circulation of a donation list. The minimum donation is R50-00 per staff member. Where the JTGM covers or contribute to the cost of the funeral, the JTGM flag and logo should be displayed at the services and the funeral of the staff member to communicate to the public, the support that the council provided to the family member.

The Human Resource Unit will assist and work with the family in a manner that does not result in an emotional stress for the family by ensuring that claims are handled effectively and payments are made as speedily as possible.

1. Logistical support.

7.1 Support for staff members

This includes all support provided by Council to the family of staff members who have passed on.

In the case where a staff member may pass on while on duty and out of the JTGM, the Council becomes responsible to ensure that the body of the deceased reaches his or her home, or the place of burial. Where the family members have to travel to identify or view the body before it is taken home or to the place of burial, council becomes responsible for transportation and accommodation of a maximum of three family members and for a maximum of one night.

Where a staff member passes on not on duty, the Council becomes responsible to provide support as stipulated in paragraph 1 above.

An advert will be placed in the local newspaper announcing the passing of the staff member notifying the community of the passing of the member and passing condolences to the family. A memorial service will be held for the member, led by the JTGDM. A choir will be prepared from staff members to render items at the memorial service. The Council will be represented by the Executive Mayor or her or his delegated representative in the programme of the funeral.

7.2 Support for family members

This is the support provided by Council to staff members whose family has passed on;

7.3 Support for relatives

This is the support provided by Council to staff members whose relatives have passed on.

The staff member will be provided with support he or she requires to ensure the dignified burial of his or her relative or relatives.

8. SUPPORT FROM COLLEAGUES

In the spirit of caring for one another, members of staff will be provided enough space to demonstrate compassion and support to one another in their times of domestic emergencies and bereavement. This support may include emotionally supporting the affected staff member, assisting with the general preparations for the funeral, and making donations to assist in the cost of the burial.

8.1 Emotional support

Emotional support means providing the affected staff member with support during his or her period of mourning until the funeral has passed. The assistance provided by colleagues as part of the preparation for the funeral is also seen as emotional support. Memorial services as well as prayer sessions aimed at comforting the family will be also be viewed as emotional support. Where the funeral takes place during the week, staff members will be allowed off for a few hours to attend the funeral. Arrangements will be made internally to ensure that work continues while staff members attend the funeral. If staff members have to travel to attend the funeral, a day's off (special leave) may be given for staff members to attend the funeral.

8.2 Assistance with preparations

Assistance with preparations for the funeral includes assistance provided with logistical arrangement required to ensure a dignified burial provided by the JTGDM and colleagues. This assistance may include, and not be limited to:

8.3 Donations

Donations may come out of collections made from staff members. The Department where the affected staff member is working should take the lead in arranging a collection for the staff member who has death in the family. **The donation amount is voluntary.** The donation will be submitted to the family by the Head of Department or her nominated representative as a donation from the JTGDM. The Department must provide a sympathy card for a staff member who has death of a relative.

9. BENEFITS

9.1 Staff members representing Council

The Council may nominate staff members to represent the Council at a funeral, either through the Office of the Executive Mayor or through the Office of the Municipal Manager. In such an event, the staff member will be considered to be performing his or her normal duties and will be entitled to his or her benefits such as transport, accommodation, meals, travel and subsistence as stated in the Travel and Subsistence Policy.

9.2 Staff members showing support

Staff members who are attending a funeral as a sign of support to their colleague will bear the cost of attending the funeral, including paying for their accommodation. Council will be responsible for providing support as stated in paragraph one above. Arrangements can be made by the Head of Department from whom the staff member comes, to be used for this purpose.

The cost of attending the funeral will be borne from the Vote of the Council or the Municipal Manager, depending on who from which office will the staff member be sent.

10. FINANCIAL IMPLICATIONS

The policy brings about financial implications for the Council. The following units and departments will take responsibility for availing financial resource for the implementation of the policy:

PARAGRAPH	ACTIVITY	RESPONSIBILITY
Page 5 - paragraph 2	Notification of staff	Head of Department of the affected staff member
Page 5 paragraph 2	Arrangements for transportation of family members to identify the deceased	Head of Department of the affected staff member
Page 6 - 7.1 Page 2 9.2	Costs for representing Council at a funeral	Executive Mayor
	Transportation of the body of the deceased	Head of Department of the affected staff member
Page 6 - 7.2	Placing an advertisement in the newspaper to announce the passing of the staff member	Municipal Manager
Page 8 - 9.2	Transport to attend the funeral of a staff member	Municipal Manager
Page 5 - paragraph one	Purchasing of a wreath and sympathy card	Head of Department of the affected staff member

11. COMPLIANCE

Although not all parts of this policy cannot be fully enforced, it is hopeful that all staff members will contribute to its effective implementation to ensure that its objectives are achieved for the realization of a caring and harmonized working environment. Staff members who feel that they have been unreasonably denied the benefits of the Compassion and Bereavement Policy may raise that matter first with their line managers, then the Human Resource Unit, or consult their labour unions to raise the matter through the grievance procedure. Where such cases are found to be reasonable, the Municipal Manager will find a way of compensating the affected staff members. To ensure compliance, the implementation of this policy will be built in into the performance contracts of Heads of Departments.

12. POLICY REVIEW

The continuous nature of monitoring of the implementability of this policy culminates into its review. This allows to make changes where the policy does not address the problems it is meant to address or where it is found impractical to implement. The review period in one year after approval by Council and then biannually.

Council Resolution Number: HR 01. 06/05/2010

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY



COMPASSION AND BEREAVEMENT POLICY



STAGE	PURPOSE	RESPONSIBILITY	TIMEFRAME	CHECKLIST
PHASE 1: PROBLEM FORMULATION				
1				
1.1	Problem/issue/opportunity identification	Identify the problem, an issue or opportunity to be addressed	Once available	Signature and date
1.2	Gather information through research and consultation with all beneficiaries and relevant stakeholders	Understand the problem, issue, or opportunity and alternative solutions. Establish whether the issue can be addressed through policy formulation	Department Department formulating the policy	Three months Signature and date
1.3	Development of framework and draft policy Follow the policy structure adopted by Council	To develop a frame for circulation from which beneficiaries and stake holders can provide input.		Signed out by stakeholders
1.4	Circulate draft for comment through internal memos or consultation workshops	To gain input and response from people who will be affected by the policy in terms of its content and implementability		
2	PHASE 2: PRESENTATION OF POLICY			

2.1	Preparation of agenda item and submission to portfolio committee	To present the policy to the Council Committee in as much detail as possible for the members to understand the purpose of the policy as well as the implications relating to the implementation of the policy		
2.2	Editing of draft to accommodate inputs by Council Committee			
2.3	Circulate to relevant departments	For the implementing department to understand the implications of the implementation of the policy For the Finance Department to understand the cost implication of the policy as well as to provide finances required for its implementation		
PHASE 3: FINALISATION OF POLICY				
3.1	Prepare an Agenda point for Council detailing:			

	<ul style="list-style-type: none"> • The policy • Implementation plan • Financial implications • Evaluation and monitoring mechanism 				
3.2	Once adopted, ensure that the policy is signed out by the Municipal Manager and the Mayor, with a Council Resolution	The policy is accepted as an internal procedure document, signed with a Council Resolution Number.			
PHASE 4: IMPLEMENTATION					
4.1	Develop implementation plan				
4.2	Develop monitoring tool				
4.3	Develop policy procedures				



4.4	Evaluation				
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