



BA-PHALABORWA MUNICIPALITY

HUMAN RESOURCES

FUNERAL POLICY

Revision History

REVISION	DATE	AUTHOR	REASON FOR CHANGE
1.0	SEPTEMBER 2014	MASHELE YK	POLICY REVIEW

Issued Date :

Effective Date : Date of Council Approval



BA-PHALABORWA MUNICIPALITY

FUNERAL POLICY

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1. PREAMBLE

The Funeral Policy is aimed at regulating the processes to be followed in provision of assistance in the event of death of a council employee, councillor and ex-councillors.

2. LEGISLATIVE FRAMEWORK

All transfers of funds of this policy shall comply with the following legislation:-

- Constitution of the Republic of South Africa, Act 108 of 1996
- Labour Relations Act no. 66 of 1995.
- Basic conditions of Employment Act no. 75 of 1997
- Employment Equity Act no. 55 of 1998.
- Occupational Health and Safety Act no. 85 of 1993.
- Municipal Systems Act, 32 of 2000
- Municipal Structures Act, 117 of 1998
- Municipal Finance Management Act, 56 of 2003
- Any other applicable legislation, regulations and policies that may govern the transfer of municipal funds and that are not in contradictions to the above.

3. OBJECTIVES OF THE POLICY

To provide assistance to bereaved families in the event of death of a Council employee, councillor or ex-councillors.

4. SCOPE AND APPLICATION

The policy applies to all council employees, councillors and ex-councillors of Ba-Phalaborwa Municipality.

5. GENERAL GUIDELINES & RESPONSIBILITY OF COUNCIL

5.1. Councillors and Section 57 employees:-

- (a) The amount of R30 000.00 will be paid to the family of the deceased Councilor and section 57 managers.
- (b) The municipality will be responsible to host a memorial service.
- (c) All indirect cost in terms of (a) and (c) will be limited to R20 000.00.

5.2. Ex-Councillors

- (a) The municipality will not be responsible for any funeral arrangements except to assist the family when requested.
- (b) All cost for (a) above will be limited to a maximum of R5 000.00.

5.3. Paupers

Payment will be made to service provider for the actual cost on receipt of the approval from the South African Polices Services (SAPS) and prior arrangement by the SAPS with the Municipal Manager.

5.4. Arrangements

5.4.1. An official delegation from the municipality consisting of the following will attend the memorial service arranged by the Human Resources in conjunction with the family,

- (a) Head of the relevant department or his/her delegate,
- (b) The Supervisor of the deceased employee or his/her delegate;
- (c) The portfolio Councillor or his/her delegate.

5.4.2. The municipality will provide transport up to a maximum of two mini-busses to attend the funeral of the deceased

employee by his/her colleagues. However, this will depend on the number of employees' availability.

- 5.4.3. Subsistence will be paid to one official to attend the funeral on behalf of the Council in case the employee is to be buried outside the jurisdiction of Ba-Phalaborwa municipal area.
- 5.4.4. The Head of department will nominate the person to represent council as stated above.

6. BENEFITS AND RESTRICTIONS

The policy is applicable to funerals of active employees including interns, Councillors, Ex-councillors and paupers in Ba-Phalaborwa Municipality.

6.1. The total expenditure, which includes all cost direct and indirect, will be limited as follows:-

(a)	Councillors and Section 57 employees	-	R50 000.00
(b)	Full-time employees	-	R10 000.00
(c)	Ex-Councillors	-	R5 000.00
(d)	Interns	-	R5 000.00
(e)	Paupers	-	Actual cost

6.2. An ex-councillor who later becomes a full-time employee will forfeit the cover in respect of ex-councillors and only be covered as a full time employee.

6.3. Provisions should be made annually on the budget of **R200 000.00** to be adjusted if needs arise during that year.

6.4. Distributions of the assistance will be as follows:-

(a) Councillors & Section 57 employees

R30 000.00 towards the family as direct payment.

R20 000.00 towards indirect cost.

(b) Full-time employees

R7 500.00 towards the family as direct payment.

R2 500.00 towards indirect cost.

(c) Ex-Councillors

R5000.00 towards indirect cost and assistance.

(d) Paupers

Actual cost upon request from the South African Police Services

7. IMPLEMENTATION AND MONITORING

The policy will be implemented and become effective on Council Resolution approved by Council.

8. COMMUNICATION

The policy will be communicated to all employees using a full range of communication methods available in the municipality.

9. POLICY REVIEW

The policy shall be reviewed after three years and revised whenever it is necessary

10. DISPUTE RESOLUTION AND DEVIATION

Any employee who feels aggrieved by the application of the policy may submit his/her grievance in terms of the grievance procedure (SALGBC) as well as the Labour Relations Act, Act 55 of 1995.

Notwithstanding the provisions of this policy, the Director: Corporate Services after consultation with the Municipal Manager and the Mayor, may authorize any deviation from this policy under justifiable circumstance to be condoned by Council within sixty (60) days

11. APPROVAL

APPROVAL
MUNICIPAL MANAGER

DATE

APPROVAL BY COUNCIL

DATE