

# Letaba TVET College



## **STAFF BEREAVEMENT AND GOODWILL POLICY**

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## AMENDMENT AND APPROVAL RECORD

<b>TITLE: STAFF BEREAVEMENT AND GOODWILL POLICY</b>	
Policy Number	
Effective Date From date	
Next Revision Date	
Reviewed	
Approved	

ISSUE	AMENDMENT DESCRIPTION	ORIGINATOR	APPROVED BY	DATE
01	New Policy	TVET College	College Council	

<b>Department:</b>	<b>Human Resource</b>	
<b>Responsibility:</b>	<b>Deputy Principal Corporate Services</b>	
<p>.....</p> <p><b>Prepared and submitted by the Accounting Officer to Council</b></p> <p><b>Date:</b></p>	<p>.....</p> <p><b>Authorised by Council (Signed by Chairperson)</b></p> <p><b>Date:</b></p>	<p><b>Implementation Date:</b></p>

### 1. POLICY STATEMENT

The Letaba TVET College Council and Management value their employees and commit to promote their well-being, by ensuring support and attention to their social fulfilment.

## **2. STAFF MEMBER NOTICE**

- 2.1. Upon receiving notice of death of a staff member from an authorized family member, the immediate supervisor should notify the Deputy Principal for Corporate Services or the Deputy Manager Human Resource.
- 2.2. HR Office should issue notice to all staff, within 24 hours of receiving the message.
- 2.3. The College representatives from Senior Management shall visit the family (where possible) to discuss arrangements for the memorial service which shall be held at the site of the employee's work station before the day of the burial or per the arrangements of the family.
- 2.4. A representative of the College from Senior Management or nominated in consultation with Senior Management shall convey a condolence message on the day of the funeral.

## **3. CONTRIBUTIONS**

- 3.1. The HR Office shall coordinate charitable contributions from staff members which shall be presented to the family of the deceased staff member. Record shall be kept of all the contributions.
- 3.2. The College shall buy a wreath for the deceased staff member as well a card bearing a condolence message.
- 3.3. Contributions shall range from R30.00 minimums to R100.00 maximums.

## **4. TRANSPORT**

Two 15 seaters or equivalent shall be made available for transport on the day of the memorial service as well as on the day of the funeral depending on the number of available officials in attendance and within the radius of the Province.

## **5. STAFF MEMBER'S CHILD, SPOUSE, PARENT AND SIBLINGS**

- 5.1. In case of the death of a staff member's close family (i.e. spouse, child or parent, including parents in law), the staff member shall notify his/her supervisor who shall in turn notify the Deputy Principal for Corporate Services or the Deputy Manager HR .
- 5.2. Within 24 hours of receiving the message, HR Office should issue a notice to all staff members.
- 5.3. Staff members where the employee is stationed, e.g. Central Office), shall make charitable or voluntary contributions through the HR office.
- 5.4. Transport logistics

5.4.1. During the week and on the day of the funeral, one official car (minimum of one car and maximum 15 seater) shall be available for appearance at the family home within the radius of the Province.

5.4.3. Own transport arrangements for other attendees.

## **6. EXTENDED FAMILY**

6.1. In case of the death of extended family members, that is, Aunt, Grandchild, Grandparents, other in-laws, the staff member shall notify the Deputy Principal for Corporate Services or the Deputy Manager HR.

6.2. Within 24 hours of receiving the message, HR Office should issue notice to all staff members. Staff members where the employee is stationed (e.g. Central Office), shall make charitable or voluntary contributions through the HR office.

### **6.3. Transport Logistics**

6.3.1. No official vehicle shall be made available in this case.

6.3.2. Staff members who wish to support a colleague shall do so at their own expenses.

## **7. GOODWILL**

### **7.1. Ill Health/Hospitalisation**

7.1.1. A staff member shall inform his/her immediate supervisor who shall in turn inform the Deputy Principal for Corporate Services or HR Deputy Manager.

7.1.2. Senior Management, Campus Manager or a delegate nominated in consultation with Senior Management shall visit the hospitalised staff member.

7.1.3. The official College vehicle shall be utilized for visiting the hospitalized official once a week.

7.1.4. A bouquet of flowers and a card with well wishes message worth R 250,00 shall be arranged and sent to the hospital or home when visited. This shall be done once.

## **8. FAREWELL FUNCTIONS**

8.1. Upon resignation of a permanently appointed staff member who has been a College employee of one year and more, the College shall arrange a farewell function.

8.2. The farewell function shall be arranged during the last week of the employees' 30 days' notice, where the employee is stationed.

8.3. The College shall contribute Corporate Gifts if available.

8.4. Certificate of Appreciation shall be given to employees going on pension

8.5. A charitable or voluntary contribution shall be made by staff members for purchase of a gift and refreshments.

## **9. BIRTHDAY/GRADUATIONS/WEDDINGS CONTRIBUTIONS (OPTIONAL)**

9.1. HR shall issue well wishes for Birthday, Graduation and

Wedding celebrations of staff members only.

9.2. Voluntary contribution shall be made by staff members for purchase of a gift and refreshments.

## **10. COLLEGE COUNCIL MEMBERS**

### **10.1. Bereavement**

- 10.1.1. In case of death of a Council member, his/her spouse, children or parents the Council secretariat or College Principal shall be notified by the deceased family and shall in turn notify staff members.
- 10.1.2. Senior Management shall represent the College at the funeral of a Council Member and a wreath and card with message of condolences shall be bought and condolence contributions shall be made.
- 10.1.3. In case of the death of a Council Member's spouse, child or parent card with message of condolences.
- 10.1.4. In all of the above cases, a member of Senior Management shall represent the College at the funeral.

### **10.2. Ill-Health or Hospitalization**

- 10.2.1. In case of ill-health or hospitalization of a Council Member, the College shall arrange a bouquet of flower and a card with well wishes message to be delivered during the home or hospital visit.

## **11. APPROVAL**

This policy shall be effective from the date of council approval and shall be reviewed after 3 years, with annual inputs.

*It is important that all cultures must be respected in all death cases.*