

ADMINISTRATION MANUAL

TITLE: Employee Perquisites **POLICY #:** SJ-08-02-66

SECTION: Human Resources

ISSUING AUTHORITY: Senior Leadership Team

ORIGINAL DATE APPROVED: November 29, 2011

SUBSEQUENT APPROVAL DATES:

POLICY

The Health Centre will provide perquisites in accordance with the requirements outlined below. A perquisite is a privilege/perk that is provided to an individual or to a group of individuals, provides a personal benefit(s), and is not generally available to others.

A perquisite is not allowable if it is not a business-related requirement. It is allowable only in limited and exceptional circumstances where it is demonstrated to be a business-related requirement for the effective performance of an individual's job.

The following perquisites are **not** allowed under any circumstance:

- club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs;
- seasons tickets to cultural or sporting events;
- clothing allowances not related to health and safety or special job requirements;
- access to private health clinics – medical services outside those provided by the provincial health care system or by the employer's group insured benefit plans; and professional advisory services for personal matters, such as tax or estate planning.

The above perquisites cannot be provided by any means, including:

- an offer of employment letter, as a promise of a benefit;
- an employment contract, or a reimbursement of an expense

PURPOSE:

To comply with the applicable legislation.

APPLICATION

This policy applies to any person in the Health Centre, including employees, physicians, and consultants and contractors engaged by the Health Centre providing consulting or other services.

PROCEDURE/PROCESS

- 1) a) All perquisites must be approved in writing by the President and Chief Executive Officer before being granted.

b) For purposes of the President and Chief Executive Officer and the Chief of Staff, all perquisites must be approved in writing by the Chair of the Board before being granted.
- 2) Records of approved allowable perquisites will be maintained for verification and audit purposes by the Chief People Learning & Leadership.
- 3) Summary information about allowable perquisites will be posted on the Health Centre's external website in January of each year.

REFERENCES: N/A**CROSS REFERENCE:**

Code of Business Ethics
Travel & Business Expenses (SJ-05-03-05)

REGULATORY REFERENCES:

Broader Public Sector Accountability Act, 2010 (Part IV.1:Perquisites)
Broader Public Sector Directive
Broader Public Sector Travel, Meal and Hospitality Expenses Directive (Ontario)

DEVELOPED BY: Human Resources

REVIEWED BY: Chief, People, Learning & Leadership

DISTRIBUTION: Everyone