



**PURPOSE** To set out the requirement for the designated Broader Public Sector (BPS) organizations to establish rules on perquisites where these are provided through public funds

**SCOPE/  
RESPONSIBILITY** This applies to all Board Members, and employees of Community Living Hamilton (CLH).

This does not apply to:

- provisions of collective agreements
- insured benefits
- items generally available on a non-discriminatory basis for all or most employees (e.g. an employee assistance program, pension plans)
- health and safety requirements
- employment accommodations made for human rights and/or accessibility considerations
- expenses covered under an organization's rules on travel, meals and hospitality

**DEFINITIONS** Perquisite (perk): refers to a privilege that is provided to an individual or to a group of individuals, provides a personal benefit, and is not generally available to others.

**POLICY** A perquisite is allowed:

- 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, and
- Following approval of the requested perquisite by the Executive Director of CLH.

All approved perquisites shall be:

- Time limited
- Maintained in the employees personnel file
- Be reviewed annually to ensure continued compliance with the Directive
- Made available on request, in summary format with no personal information included



## Perquisites

Section Number: 3.40

SECTION: Human Resources

Under no circumstance is the following allowed:

- 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
- professional advisory services for personal matters, such as tax or estate planning,

and will not be provided by any means, including:

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

Requests will be approved by the following:

- Perquisites for CLH's Executive Director must be approved by the Board of Directors
- Perquisites for all other individuals must be approved by the Executive Director and President

### PROCEDURES

Employee will:

- Submit in writing a request for perquisite to their immediate supervisor including the following information:
  - a description of the perquisite
  - the rationale for the perquisite
  - the cost of the perquisite
  - justification for the perquisite – i.e. how the perquisite is business-related and necessary for the effective performance of the individual's job
  - frequency of the perquisite (e.g. monthly, annually)

Supervisor will:

- Review and submit request to Executive Director

Executive Director/Board of Directors will:

- Review submitted request

Approved by: Board of Directors

Last reviewed: September 18, 2012

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Dated: N/A

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## Perquisites

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- Approve/deny requested perquisite
- Submit approved request to HR for filing
- Ensure all approved requisites are recorded and monitored regularly
- Ensure annual summary of requisites are available.

Human Resources Manager will:

- File approved request in employee's personnel file

### REFERENCES AND RELATED DOCUMENTS

- Broader Public Sector Accountability Act, 2010
- Broader Public Sectors Perquisites Directive, Management Board of Cabinet, August 2, 2011
- Travel, Meals and Hospitality Expenses P&P December 20, 2012

### ATTACHMENTS AND FORMS

n/a

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