

## Policy and Procedure Manual

Reference/Standard:  Perquisites	Number: ADM.1.5	Effective Date: 09/27/2022 Reviewed Date: 10/03/2022 Date Modified: Approved Date: 10/03/2022
	Approval: Executive Vice President, Chief Operating Officer	

## PERQUISITES

### Standard Statement:

All perquisites provided by the hospital will be in accordance with the Broader Public Sector (BPS) Perquisites Directive and in accordance with the health centre's perquisite rules.

### Definitions:

The term perquisites, or perks, 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/Procedure:

To maintain transparency and ensure accountability, the health centre will establish rules on the application of perquisites that are provided through public funds.

Individual(s) seeking the approval of a perquisite must submit a request in writing to their direct manager who will subsequently seek appropriate level of approval outlined in the Accountability Framework. The submission request will set out a description and cost of the perquisite, and a description of why the perquisite is a business-related requirement for the effective performance of the Applicant's role.

A copy of all approved perquisites, with supporting documentation, will be forwarded to the relevant department heads for proper record retention.

### Scope & Exclusions:

The perquisite rules apply to appointees, board and committee members, all employees of the health centre and any person that holds the capacity of one or more of the above.

A perquisite 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.

**Documents appearing in paper form are not controlled and should be checked against the current PolicyTech® version prior to use. For the most current authorized version please access PolicyTech®. Printed on October 4, 2022.**

This directive does not apply to the following:

- 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 (e.g. provision of work boots)
- employment accommodations made for human rights and/or accessibility considerations (e.g. special workstations, work hours, religious holidays)
- expenses covered under the health centre's rules on travel, meals and hospitality (established in accordance with the BPS Expenses Directive)

### **Rules:**

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)
- professional advisory services for personal matters, such as tax or estate planning
- perquisites that are not business-related requirements.

### **Accountability Framework:**

The Board, Chief Executive Officer, or Vice President(s) (or equivalent) have the authority to approve allowable perquisites.

The perquisite rules will be posted on the health centre's external website.