

TITLE:	Perquisites		
Manual/Policy#:	Board of Directors #IV-2	Division:	CPDMH
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Date Revised:	September 2017	Approved by:	Board of Directors
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1. POLICY STATEMENT

The Carleton Place & District Memorial Hospital (CPDMH) is committed to meeting all leading practices and guidelines for the administration of administration of perquisites in the broader public sector. This policy sets out the acceptable limits and the procedure for perquisites within the organization.

2. SCOPE

The purpose of this policy is to establish rules for allowable perquisites reimbursed from public funds. The rules apply to any person in the organization, including the following:

- Board members;
- Employees;
- Students;
- Physicians;
- Volunteers
- Consultants and contractors engaged by the organization providing consulting or other services.

Where an agreement addresses the subject matter of this policy, this policy prevails over the relevant terms of the agreement. This policy does not prevail over a collective agreement between the Hospital and a bargaining agent representing the employees of the Hospital.

This policy does not apply to the following:

- accommodations for human rights or accessibility considerations (e.g. special workstations, work hours, religious holidays);
- provisions of collective agreements;
- insured benefits;
- items generally available on a non-discriminatory basis for all or most (e.g. employee assistance programs, pension plans);
- health and safety requirements (e.g. provision of work boots);
- expenses covered under the organization's rules on travel, meals and hospitality.
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3. GUIDING PRINCIPLES

This policy is based on three key principles.

- A) Accountability
The organization is accountable for use of public funds. All expenditures support business objectives.
- B) Transparency
The organization is transparent to all stakeholders. The rules for perquisites are clear and easily understood.
- C) Value for Money
Taxpayer dollars are used prudently and responsibly.

4. DEFINITIONS

A perquisite 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.

To be allowable, a perquisite must be demonstrated to be a business-related requirement for the effective performance of an individual's job. A perquisite is not allowable if it is not a business-related requirement.

The following perquisites are not allowable under any circumstances:

- 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 which are not allowable cannot be provided by any means, including:

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

5. PROCEDURE

1. Individuals seeking approval for a perquisite must submit a request in writing to the President & CEO describing the perquisite, the cost of the perquisite, the frequency of the perquisite (one time, monthly, annually) and a description of why the perquisite is a business related requirement for the performance of the individual's job. If the individual is the CEO, the request must be submitted to the Chair of the Board of Directors.

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2. The CEO must approve in writing any allowable business-related perquisites for an Employee, Physician, Volunteer, Student or Consultant.
3. The Board of Directors must approve in writing any allowable business-related perquisites for a senior executive or a Board Member.
4. All perquisites for the executive team and non-union staff shall be pre-approved perquisites. These perquisites shall contribute to the effective performance of an individual's job and shall align with fair and just recruitment and retention practices.
5. Details on any approved perquisites will be kept by the office of the CEO and by Human Resources in the employee's personnel file.
6. A listing of all allowable perquisites approved by the Hospital shall be posted on the organization's website annually. Personal information will not be included.
7. The perquisites policy will be made publicly available on the CPDMH website.

6. REFERENCES

Broader Public Sector Perquisites Directive, Issued by Management Board of Cabinet, August 2, 2011

7. APPENDICES

N/A

Evaluation

This policy will be reviewed every two years.