

0805

PERQUISITES POLICIES & PROCEDURES

POLICY:

The Agency does not allow any perquisite (“Perks”) to our Board members, employees or any person associated with Weechi-it-te-win Family Services. Any variance to this policy must be with the approval of the Executive Director.

PROCEDURES:

1. **Definition:** A perquisite (“perk”) is a privilege that is provided to an individual or group of individuals, provides personal benefit that is not available to others.

2. Scope:

(i) These procedures apply to:

- i) Board members
- ii) Employees
- iii) Appointees
- iv) Elected officials

(ii) These procedures do not apply to:

- i) Provisions in collective agreements
- ii) insured benefits
- iii) Items generally available on a non-discriminatory basis for all or most employees (i.e.) pension plans, EAP
- iv) Health and safety requirements (i.e.) work boots, safety goggles
- v) Employment accommodations (i.e.) accessibility considerations such as religious holidays, special work stations, work hours
- vii) Expenses covered under an organization’s travel expenditures

3. Principles:

This directive is based on three key principles:

- a Accountability- Organizations are accountable for their use of public funds. All expenditures support business objectives.
- b. Transparency- organizations are transparent to stakeholders. The rules for perquisites are clear and easily understood.
- c. Value for money- taxpayer dollars are used prudently and responsibly.

4. The Agency is not allowed to purchase any of the following perquisites under any circumstances nor by any means (i.e.) offer of employment, a promise of a benefit, an employment contract, or a reimbursement of expense:

a) Club membership for personal recreation or socializing purposes such as golf clubs, social clubs, and fitness clubs.

b) Season tickets to cultural or sporting events

c) Clothing allowances not related to health and safety or special job requirements

d) Access to private health clinics (medical services outside those provided by the provincial health care system or by employer's group insured benefits plans

e) Professional advisory services for personal matters, such as tax or estate

5. Perquisites that are not related to business requirements are not allowed.

Only in limited and exceptional circumstances will a perquisite be allowed when demonstrated to be a business related requirement for the effective performance of an individual's job.

6. Approval of any allowable perquisites outlined in these procedures, must be granted by the Executive Director.

7. Records regarding any perquisites must be attached to the approval and maintained by the Director of Administration for verification and audit purposes.

8. On an annual basis the Director of Administration will produce a summary of perquisites that have been allowed (personal information will not be provided). This list will be available to the public, when requested.

Review of Policy:

This policy will be reviewed within a four year cycle or sooner if necessary.

(Ministry directive Broader Public Sector Perquisites directive effective August 2, 2011)