

Policy Title: Perquisites (Procedure)	
Original Date: May 30, 2012	Date Approved: February 11, 2019 February 11, 2019
Last Revision Date: August 17, 2018	Date Reviewed: February 11, 2019
Approver: Niccette Reed John Policicchio	

The Broader Public Sector Accountability Act (2010) requires our agency to establish rules with respect to perquisites. These rules cover all individuals in the agency.

Definition

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.

Rules:

1. 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.
2. Perquisites that are not related to business requirements are not allowed.
3. All perquisites will be approved by the Executive Director and the Director of Finance and Administration.
4. Good record-keeping practices will be maintained for verification and audit purposes.
5. 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
 - Professional advisory services for personal matters such as tax or estate planning
6. Summary information about allowable perquisites will be made publicly available on the web site on an annual basis. Personal information will not be provided.