



PERQUISITES POLICY

POL.ADM.13550

Manual: Corporate- Administration

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1.0 PURPOSE

The purpose of this Policy is:

- to set out rules and principles for perquisites where these are provided through public funds;
- to provide a framework of accountability to ensure that there is appropriate governance, and that everyone understands who in the organization has the authority for approvals; and
- to set out how summary information about allowable perquisites will be made publicly available.

APPLICATION AND SCOPE

This Policy sets out the rules for managing perquisites for Ross Memorial Hospital. It applies to all:

- board members;
- hospital employees; and
- volunteers

This Policy 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); and
- expenses covered under the hospital's Expense Policy (established in accordance with the BPS Expenses Directive).

The following definition applies for the purpose of this Policy:

Perquisite or 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.

2.0 PRINCIPLES

This Policy is based on three key principles:

- A) Accountability - The Hospital is accountable for its use of public funds. All expenditures support business objectives.

- B) Transparency - The hospital 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.

3.0 ALLOWABLE AND NON-ALLOWABLE PERQUISITES

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

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 provided outside those provided by the provincial health care system or by the hospital's group insured benefit plans; and
- professional advisory services for personal matters, such as tax or estate planning.

These privileges cannot be provided by any means, including:

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

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.

All allowable perquisites require the prior approval of the President and CEO or Board Executive (for perquisites provided to the President & CEO and Chief of Staff).

Good record-keeping practices must be maintained for verification and audit purposes.

Summary information about allowable perquisites should be made publically available on an annual basis. Personal information should not be provided.

The following perks, currently provided at Ross Memorial Hospital, are considered allowable:

Allowable Perks:

- Business-related memberships;
- Business-related training and education, in accordance with the hospital education policy;
- Parking passes for volunteers.

The following items, currently provided at Ross Memorial Hospital, are not considered to be perks:

<u>Items not considered to be perks</u>	<u>Rationale</u>
• Health spending accounts for administrative staff	Insured benefits
• Uniform allowance for certain staff	Collective agreements
• Employee Assistance Program	Generally available to all or most
• Work boots for certain staff	Health & safety requirements
• Pension plans	Generally available to all or most