

COMMUNITY LIVING BRANT
POLICY AND PROCEDURE MANUAL

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FILE UNDER SECTION: 4	EFFECTIVE DATE: August 2, 2011 REVISION DATE: APPROVAL DATE: October 2011

POLICY:

This Policy includes the requirements that are set out in the Broader Public Sector (BPS) Perquisite Directive (August 2, 2011). 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 a person's job.

DEFINITION:

The term perquisites or perks, refers to a privilege that is provided to a person or to a group of people, provides a personal benefit, and is not generally available to others.

SCOPE:

The policy refers to the expenditure of public funding received by Community Living Brant and applies to:

- Employees
- Board of Directors
- Volunteers/Students
- Community Living Brant Members

This policy does not apply to the following:

- Provisions within the Collective Agreement
- Insured Group Benefits
- Items generally available on a non-discriminatory basis for all or most employees (i.e. Employee Assistance Program)
- Health and Safety requirements (i.e. personal protective equipment)
- Employment accommodations made for human rights and/or accessibility considerations
- Expenses covered under the Expense Reimbursement Policy (established in accordance with the BPS Expenses Directive)

1. PRINCIPLES

1.1 This Policy and Procedure is based on three key principles:

- Accountability—Community Living Brant is accountable for public funds. All expenses must support business objectives.
- Transparency—Community Living Brant aims to be transparent to all stakeholders. The rules for perquisites are clear, easily understood, and available to the public.
- Value for Money—Public funding is used prudently and responsibly.

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2. SPECIFIC PROVISIONS

2.1 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 Community Living Brant’s group benefit plan
- 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
- A reimbursement of an expense

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

2.3 In the rare event that a perquisite is considered allowable, it must be approved in writing by the Board President or Executive Director and filed with the Director, Administrative Support Services. Perquisites are allowable only in limited and exceptional circumstances where it is demonstrated to be a business-related requirement for the effective performance of a person’s job.

2.4 This policy will be posted on the Community Living Brant website. Summary information about allowable perquisites will be posted on an annual basis on the Community Living Brant website within ninety (90) days after the end of the fiscal year.