



# Children's Treatment Network

<b>Policy Section</b>	<b>Policy Number</b>
<b>Policy Name</b>	
<b>Perquisites Policy</b>	

## **Purpose**

The purpose of this policy is to establish the rules associated with the provision of perquisites under the Management Board of Cabinet Broader Public Service Directive.

## **Definition and Scope**

This policy applies to all appointees, board members, employees and volunteers of the Children's Treatment Network of Simcoe York. The term perquisites, or perks, refer 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.

## **Implementation**

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 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.

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 can only be made available and only in a limited basis if it can be demonstrated to be a business-related requirement for the effective performance of an individual's job.

The development of a perquisite requires the review of the Audit & Finance Committee to ensure compliance with this policy and approval by the Board.

**Reference and Links:**

Broader Public Sector Services Directive – August 2011

Date Created:

Recommended Review Schedule:

Last Revision Date:

Date Approved: October 13<sup>th</sup>, 2011