

# PERQUISITES

## Community Living Association For South Simcoe

### PERQUISITES

Community Living Association for South Simcoe does not allow the use of any perquisites in any situation where these are provided through public funds.

This policy is based on three key principles:

- Accountability;
- Transparency; and
- value for money

#### 1. DEFINITIONS

**Perquisite** - is a perk or a privilege that is provided to an individual or to a group of individuals that provides a personal benefit and is not generally available to others.

**Accountability** – CLASS is accountable for our use of public funds. All expenditures must support business objectives for the effective performance of an individual's job.

**Transparency** – the organization is transparent to all stakeholders. The rules for perquisites are clear and easily understood.

**Value for Money** - taxpayers' dollars are used prudently and responsibly.

#### 2. PROCEDURES

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

Business-related perquisites are only allowable in exceptional circumstances where it is demonstrated and documented as a requirement for the effective performance of an individual's job.

A request for a business-related perquisite at any level of the organization will be forwarded to the Executive Director who will rule on the request and document the ruling for audit purposes. A request from the Executive Director will be forwarded to the Board of Directors who will document the ruling for audit purposes.

As a designated Broader Public Services organization, these rules apply to any person in the organization, including appointees, board members and employees.

These rules do not include:

- Provisions of collective agreements

- Insured benefits
- Items generally available on a non-discriminatory basis for all or most employees (i.e. Employee Assistance Program - EAP)
- Health and Safety requirements (i.e. personal protective equipment)
- Employment accommodations made for human rights and/or accessibility considerations (i.e. special workstations, work hours, religious holidays)
- Expenses covered expense policy

Examples of Perquisites that are not allowed are as follows:

- Personal Club memberships paid with taxpayer dollars for recreation or socializing purposes (i.e. fitness clubs, golf clubs, social clubs)
- Seasons tickets to cultural or sporting events
- Clothing allowances not related to health and safety
- Access to private health clinics (i.e. medical services outside of those provided by the provincial health care systems or by the employer's group insured benefit plans)
- Professional advisory services for personal matters (i.e. tax or estate planning) beyond what is covered through the EAP

Perquisites 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

Internal Use – To Be Completed By Community Living Association For South Simcoe		
Current Date	Review/Amendment/Comments	Approved By/Date
August 2018		Board of Directors: August 2018
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