FIN 40 - Perquisites		
Effective Date: October 24, 2024	**Re-Evaluation Date:** Every 4 years	**Version: 01**
Related Legislation or Directive: Broader Public Sector Accountability Act s. 11.1(4)		
Related Policy: Accepting and Giving Personal Gifts Records Retention		
Related Documents: Attestation of Compliance with BPS Accountability Act		

Policy:

In accordance with the Broader Public Sector Accountability Act 2010 (Act) and the Broader Public Sector Perquisites Directive, this policy applies to the Board of Directors of the Child and Family Services of Grand Erie ("the Board"), and Agency employees, who are eligible to receive perquisites as part of their labour agreement.

Further, this policy establishes guidelines for the provision and administration of perquisites within the Board to ensure fairness, transparency, and compliance with legal and regulatory requirements. This directive does not prevail over any labour agreement between the Agency and bargaining unit(s).

Procedure:

A. Definition

1. **Perquisites or 'perks':** refers to non-monetary labour benefits that are provided to employees in addition to their regular compensation. It refers to a privilege that is provided to an individual or to a group of individuals that may not generally be available to others.

2. The following items are not perquisites under this policy:

a. provisions of collective agreements
b. insured benefits
c. items generally available on a non-discriminatory basis for all or most employees (e.g. an employee assistance program)
d. health and safety requirements
e. employment accommodations made for human rights and/or accessibility considerations (e.g. special workstations, work hours, religious holidays)
f. expenses covered under the Society's rules on travel, meals and hospitality

B. General

1. 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.

2. The following perquisites and/or privileges will ***not*** be provided under any circumstance:
    a. club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs;
    b. seasons tickets to cultural or sporting events;
    c. clothing allowances not related to health and safety or special job requirements;
    d. access to private health clinics;
    e. medical services outside those provided by the provincial health care system or by the employer's group insured benefit plans;
    f. professional advisory services for personal matters, such as tax or estate planning;
    g. an offer of employment letter, employment contract, or reimbursement of an expense as a promise of a benefit; and
    h. any perquisite that is not related to business requirements.

3. 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.

4. Any perquisites must be approved by (subject to approval limits):
    a. An Agency Director or the Executive Director (for employees);
    b. the Executive Director (for all Board Directors); and,
    c. the Board (for the Executive Director)

5. The signed payment-purchase authorization form and documentation will be maintained with the accounting records and will be subject to normal record keeping practices. The form must indicate the business-related requirement for the perquisite.

6. The Board and Agency must ensure transparency by making their perquisites policy(s) publicly available and disclosing details of provided perquisites in their annual reports or other public documents as required. No personal information will be provided.

7. Annually, the Executive Director will complete and submit to the Ministry of Children, Community and Social Services, an Attestation of Compliance with the Broader Public Sector Accountability Act report. A copy shall be provided to the Board.
8. In serving the interests and integrity of the Agency, no one named in this policy shall use their authority of office for personal benefit.

9. The Board of Directors, Executive Director, and others responsible for approving, administering, or overseeing perquisites should regularly review the perquisites policy to ensure effective interpretation for all involved.

C. Approval Process

1. Prior to the Board, Agency Directors, or the Executive Director approving perquisites the following process must be followed:

    a. Eligible employees, Board Directors, or the Executive Director will submit a written request to the authorized person/Board as soon as reasonably practicable, outlining their request for the desired perquisite.
    b. The authorized person/Board will review the request in a timely fashion, and assess its alignment with labour agreements, organizational goals, budgetary constraints, Board policy, and other eligibility criteria.
    c. Approved requests will be completed within a reasonable time frame and the employee will be notified of a decision.

D. Documentation and Reporting

1. All perquisites provided to employees must be documented by the Agency and reported in accordance with applicable accounting standards, tax regulations, and internal financial control procedures.

2. Agency Human Resources or Finance personnel are responsible for maintaining accurate records of perquisites granted or denied to employees and ensuring compliance with reporting requirements.

3. Compliance with perquisite approval and reporting practices should form part of the Agency's annual audit to solicit the auditor's recommendations on best practices for monitoring compliance and addressing any issues or concerns related to the provision of perquisites.

E. Tax Implications

1. Persons receiving perquisites may be subject to tax implications depending on the nature and value of the perquisite.

2. The Agency will comply with all applicable tax laws and regulations governing the reporting and withholding of taxes on perquisites provided to employees.

Document History
Original Approval Date: October 24, 2024
Revisions: