

Kina Gbezhgomi Child and Family Services

Policies and Procedures Manual

Perquisites

PREAMBLE

The following policy is in accordance with the Ontario Government's Broader Public Service Perquisite Directive and applies to the use of perquisites (perks) by provincially funded agencies such as Kina Gbezhgomi Child and Family Services.

Policy

The Agency does not permit perquisites unless they are a business requirement and comply with the authorization described in this policy.

A. Perquisite Definition

A 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.

B. Perquisites that are not allowed under any circumstance

The following are perquisites that are not permitted under any circumstance:

- Club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs:
- Season tickets to cultural or sporting events:
- Clothing allowances not related to health and safety or special job requirements:
- Access to private health clinics i.e. medical services outside those provided by the provincial health care system of 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
- A reimbursement of an expense.

C. Authority for Approvals

Perquisites are 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. Approvals for these types of perquisites must be obtained by the Executive Director or the Board of Directors where the perquisites apply to the Executive Director.

D. Record Keeping

Records of costs and approvals for perquisites will follow the Agencies Procurement Policy.

E. Reporting of Allowable Perquisites Publicly

Should an allowable perquisite exist, a summary identifying the type of perquisite and value will be disclosed on the Societies public website on an annual basis.

Related links: [Broader Public Sector Accountability](#)
[Broader Public Sector Perquisite Directive](#)