

JOSEPH BRANT MEMORIAL HOSPITAL

**ADMINISTRATIVE MANUAL  
POLICY**

**APPROVED BY:** \_\_\_\_\_ **NUMBER:** 3-70  
Board of Governors

**DATE:** 2011/11 **PAGE:** 1 of 3

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**PERQUISITES**

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**PURPOSE**

The purpose of this policy is to provide guidelines and standards for authorization and approval of perquisites. This policy is designed to comply with the “Broader Public Sector Perquisites Directive” issued by the Management Board of Cabinet with effective date of August 2, 2011.

**POLICY STATEMENT**

A perquisite (“perk”) is not allowable if it is not a business-related requirement. To be allowable, a perk must be a business-related requirement for the effective performance of an individual’s job.

**DEFINITION(S)**

1. **Perquisite:** The term perquisites or perks, 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.
2. **Business-related:** A business-related expense is an expense that is a requirement for staff for the effective performance of an individual’s role as an employee or representative of that organization.
3. **Staff:** For the purpose of this policy, “staff” includes all hospital employees, credentialed staff, physicians, volunteers, students, Board of Trustees, Board members, outsourced service staff and other individuals engaged in hospital business and who intend to request, receive or approve perquisites under this policy.

**SCOPE**

The policy refers to the expenditure of public funding received by Joseph Brant Memorial Hospital (JBMH); and applies to all staff in programs and services of Joseph Brant Memorial Hospital.

This policy does not apply to the following:

- Provisions of collective agreements
- Insured benefits
- Items generally available on a non-discriminatory basis for all or most employees (e.g. an Employee assistance program, pension plans)
- Health and safety requirements (e.g. provision of work boots)

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- Employment accommodations made for human rights and/or accessibility considerations (e.g. special workstations, work hours, religious holidays).
  - Expenses covered under JBMH's policy on travel, meals and hospitality (established in accordance with the BPS Expenses Directive).

### **PRINCIPLES**

This policy is based on three key principles.

1. **Accountability:** JBMH is accountable for its use of public funds. All expenditures support business objectives.
2. **Transparency:** JBMH is transparent to all stakeholders. The rules for perquisites are clear and easily understood.
3. **Value for Money:** Taxpayer dollars are used prudently and responsibly.

### **SPECIFIC PROVISIONS**

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 JBMH'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.

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

### **APPROVAL AUTHORITY**

Perks 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.

1. In the rare event that a perquisite is considered allowable, it must be approved in writing by the President and CEO.
2. If the perquisite is for the Chief Executive Officer, it may only be approved by the Chair, Board of Governors.

### **RECORD KEEPING**

1. The VP People & Clinical Support Services and Chief Financial Officer, or delegate will ensure that good record keeping practices are maintained for verification and audit of any work-related perquisites.
2. The VP People & Clinical Support Services and Chief Financial Officer or delegate will ensure that the Hospital has a process to make summary information about allowable

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work-related perquisites available to the public on an annual basis.

**RELATED PRACTICES AND / OR LEGISLATIONS**

None

**REFERENCES**

Broader Public Sector (BPS) Perquisites Directive effective August 2, 2011  
Public Sector accountability Act, 2010

**APPENDICES**

None