



PURPOSE

Campbellford Memorial Hospital (CMH) is committed to meeting all leading practices and guidelines for procurement in publicly funded institutions and ensuring the best possible value for money, with prudent practices, accountability, transparency and with the utmost integrity.

This Policy complies with the Broader Public Sector (BPS) [Perquisites](#) Directive (Directive) from Management Board of Cabinet (MBC), effective August 2, 2011.

This Policy includes the Directive’s rules on banned and allowable perquisites, and governance and reporting requirements.

POLICY:

PROCEDURES: Note: Specific Exclusions from the Directive and this Policy

- accommodations for human rights or [accessibility](#) considerations (e.g. special workstations, work hours, religious holidays)
- provisions of collective agreements
- insured benefits
- items generally available on a non-discriminatory basis for all or most (e.g. employee assistance programs, pension plans)
- health and safety requirements (e.g. provision of work boots)
- expenses covered under [Admin Policy 2-235 Business Expense and Travel Reimbursement](#)

All CMH appointees, board members and employees must abide by the following rules.

Rule 1 – Banned Perquisites

The following perquisites are not allowed under any circumstances:

- 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.

Rule 2 - Governance

CMH's President and Chief Executive Officer (CEO) must approve in writing any allowable business-related perquisites before they are offered to any appointee, board member or employee.

All allowable perquisites must be approved by the Board of Directors for perquisites involving the CEO and by the CEO for perquisites involving management.

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

Rule 3 - Record Keeping and Audits

- Human Resources (HR) must retain the CEO's written approval of allowable business-related perquisites in the employee's file.
- Executive Assistant to the President/CEO must retain the CEO's written approval of allowable business-related perquisites in the board members' or appointees' files.
- An annual audit of the appointees', board members', and employees' perquisites is conducted by Human Resources when summarizing the perquisite information for annual publication (see Rule 4 for details).

Rule 4 – Annual Public Reporting of Summary Information

Human Resources is responsible for summarizing perquisite information for all appointees, board members, and employees (excluding personal information) and publishing the summary on the CMH website on an annual basis each June.

REFERENCES

[Rules of Perks in the Broader Public Sector](#)

DEFINITIONS

Accessibility Considerations – [See Accessibility for Ontarians with Disabilities Act, 2005](#)

Allowable Perquisite - to be allowable, a perquisite must be a business-related requirement for the effective performance of an individual's job.

Human Rights – [See Ontario Human Rights Code](#)

Perquisite - 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.

Source: [Broader Public Sector Perquisites Directive, Issued by Management Board of Cabinet, August 2, 2011](#)