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| Finance | Perquisites | Total Pages: 4 |
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**Purpose:**

Family and Children’s Services of Frontenac, Lennox and Addington (FACSFLA) is an Agency primarily funded by the Province of Ontario with public resources.

This policy supports the Agency’s commitment to the effective and efficient use of public resources and applies to any person in the Agency who is an Appointee, Board Member or employees of the Agency.

This policy is founded upon the following three key principles:

* Accountability – the Agency is accountable for public funds used to compensate Appointees, Board Members and employees of the Agency and to ensure that such compensation supports the mandate and objectives of the Agency
* Transparency – The rules established by the Agency with respect to provision of perquisites are clear and easily understood
* Value for Money – Public funds received by the Agency are used prudently and responsibly

This policy and the supporting procedures comply with the Ontario Management Board of Cabinet Broader Public Sector Perquisites Directive and supporting guidelines and FAQ documentation.

This policy does not apply to:

* 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 benefits)
* Health and safety accommodations
* Employment accommodations made for human rights and/or accessibility considerations, such as special workstations, work hours, religious holidays
* Expenses covered under the Agency’s Travel & Hospitality Policy and supporting Procedure

**Definitions/Background/Explanatory Notes:**

*“Perquisite or Perks”* means an incidental payment, benefit, privilege, personal benefit or advantage over and above regular income, salary or wages, generally not available to all members of the organization.

**Legislation/Regulations/Standards/Agency Policy:**

Ontario Management Board of Cabinet, Broad Public Sector Perquisites Directive effective August 2, 2011.

**Procedure:**

A perquisite may only be extended in the event it is a business related requirement for the effective performance of an individual’s job. The following perks may not be extended under any circumstances or by any means including an offer of employment, an employment contract or reimbursement of expense.

* Club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs
* Season tickets for sporting events
* Clothing allowances not related to health & safety or special job requirements
* Access to private health clinics for medical services outside those provided by the provincial health care system or by the Agency’s group insured benefit plans
* Professional advisory services for personal matters such as estate or tax planning

In general, the Agency does not extend perquisites however, in the event a perquisite is to be extended, it will be approved as part of an employment contract with a specific individual and approved by the Agency’s Board of Directors with the decision noted in the approved minutes. A perquisite will be considered only when it can be clearly demonstrated to be a requirement for the effective performance of an individual’s work related duties, and in limited and/or exceptional circumstances. The rationale for the provision of the perquisite will be clearly documented and will support the Board of Directors’ decision to approve the perk.

Exclusions

This procedure does not apply to a flat automotive allowance or Agency provided vehicle that may be made available to the Executive Director of the Agency as part of a total compensation package. Any vehicle provided to the Executive Director will comply with the Agency’s Fleet and Vehicle Policy and rationale for the provision of the vehicle or vehicle allowance subject to the approval rules noted above.

This procedure does not apply to case by case exceptions that may be made under the Agency’s Travel & Hospitality Procedure, provided such exceptions comply with the provision of that procedure.

This procedure does not apply to provisions under the Agency’s collective agreements, insured (group) benefits, and items generally available on a non-discriminatory basis to all employees, health & safety requirements or employment considerations made for human rights and/or accessibility considerations.

Accountability

The Agency annually posts information concerning perquisites allowable and/or extended to any Board Member, Appointee or employee on its public website. Personal information not revealed in such public information.