

Sunbeam Community & Developmental Services	
Manual: Administration Manual	Number: AD-fi-021
Issued by: Chief Administrative Officer Category: Finance	Recent Review Date: May 8, 2023 Date First Issued: July 20, 2011 Last Publication Date: May 8, 2023 Pages: 1 of 2
Policy Name: Perquisites	

SCOPE:

This policy applies to Sunbeam Community & Developmental Services (Sunbeam).

DEFINITIONS:

Perquisite (or perk): a privilege that is provided to an individual or group of individuals and that

- provides a personal benefit
- is not generally available to others, and
- is paid for out of public funds.

POLICY

Management Board of Cabinet, under the authority of the *Broader Public Sector Accountability Act 2010*, (Part IV. 1: perquisites) has issued a directive that is applicable to Sunbeam Community & Developmental Services and is the foundation of this Policy.

Requirements for granting perquisites

A perquisite is allowable only in limited and exceptional circumstances and where it is demonstrated to be a business-related requirement for the effective performance of an individual’s job.

A perquisite may only be granted to

1. employees by the Chief Executive Officer (CEO)
2. the CEO by the President of the Board of Directors, and
3. a director by the Board of Directors.

Any perquisite granted must be documented for verification and audit purposes and signed off by the granting authority. A summary of granted perquisites (without personal information) is available to the public if requested.

Exclusions and limitations

This policy does not apply to:

- provisions of a collective agreement
- insured benefits
- items generally available on a non-discriminatory basis for all employees (e.g. Employee Assistance Plan, Pension Plan)
- health and safety requirements (e.g. safety goggles)
- accommodations made to work environments to address human rights or accessibility issues
- expenses covered under Sunbeam’s rules on travel and meal compensation

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Any organizational 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.

The following items are never allowed as perquisites:

- club memberships (golf, fitness, social, health)
- season tickets to sporting or cultural events
- clothing allowances
- access to private health services outside of the provincial health system, and
- professional advisory services, e.g., legal, financial, tax, real estate