

Policy Administration Console

Policy: Perquisites
Policy Owner: VP Human Resources & Organizational Development
SLT Sponsor: VP Human Resources & Organizational Development
Approval By: President & CEO **Date:** 2011-08-02
Effective Date: 2011-08-02 **Reviewed Date:** **Revised Date:**

This policy applies to: LHSC

POLICY

London Health Sciences Centre (LHSC) may provide [perquisites](#) to [individuals in the organization](#) only in compliance with the [Broader Public Sector Perquisites Directive](#) issued by Management Board of Cabinet, effective August 2, 2011.

LHSC may only provide perquisites at the approval of the President and Chief Executive Officer (CEO) and/or Board of Directors.

Perquisite Criteria

The [Broader Public Sector Perquisites Directive](#) prohibits the following perquisites under any circumstance or by any means:

- 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 – medical services outside those provided by the provincial health care system or by the employer's group insured benefits plans;
- Professional advisory services for personal matters, such as tax or estate planning.

These perquisites 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.

A perquisite is allowable only in limited and exceptional circumstances where it is a business-related requirement for the effective performance of an individual's job. Perquisites that are not related to business requirements are not allowed.

The [Broader Public Sector Perquisites Directive](#) and this Policy do 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., Employee Assistance Program, pensions plans)
- Health and safety requirements (e.g., provision of work boots);
- Employment accommodations made for human rights and/or accessibility considerations (.e.g, special workstations, work hours, religious holidays).

PROCEDURE

1. Accountability Framework and Governance

1.1. LHSC will establish a governance structure for perquisites under which all allowable perquisites

are provided under the approval of the President and CEO and/or Board of Directors.

1.2. Authorization of approved perquisite expenses is administered in compliance with the [Signing Authority Policy](#).

1.3. LHSC will establish and maintain good record-keeping practices for verification and audit purposes.

2. Publication of Perquisite Information

2.1. On an annual basis, LHSC will publish summary information about allowable perquisites on the corporate website. This summary shall not include personal information.

DEFINITIONS

Perquisite: a privilege that is provided to an individual or to a group of individuals, that provides a personal benefit and is not generally available to others. Perquisites may also be commonly referred to as “perks.”

Individuals in the Organization: Under the Perquisites Directive, the rules apply to any person in the organization, including Board members and employees.

REFERENCES

Corporate Policies

[Signing Authority Policy](#)

Legislation

[Broader Public Sector Perquisites Directive](#)

Please refer to the On-line Corporate Policy Manual for the most up to date version of this policy. LHSC cannot guarantee that hard copy versions of policies are up-to-date.

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