

Human Resources Policy Manual

Title: Perquisites Policy

Women's College Hospital		Policy No:	3.10.006
Title	Perquisites Policy	Original: (mm/dd/yyyy)	August 2011
Category	Human Resources	Reviewed: (mm/dd/yyyy)	March 13, 2013 March 3, 2016
Sub-category	Corporate	Revised: (mm/dd/yyyy)	Dec. 8, 2011
Issued by:	Human Resources		
Approved by:	Executive Committee		

Women's College Hospital Intranet document is considered the most current.

Note: Where employees are covered by a collective agreement, provisions of the collective agreement will apply.

Policy Statement:

Women's College Hospital (WCH) may provide employee perquisites as a component of the hospital's recruitment and retention strategy. Generally a perquisite is a component of an employee's compensation package and may be defined as a privilege, gratuity, perk, bonus or benefit that is granted to an employee or group of employees. A perquisite is allowable only in limited and exceptional circumstances. There must be a demonstrated business related requirement for the effective performance of an individual's role or job with WCH.

As a publicly funded institution, WCH is committed to ensuring; Accountability – for the use of public funds, Transparency – in perquisite administration rules and Value for Money – spending taxpayer dollars prudently and responsibly.

Accordingly, WCH will administer perquisites in accordance with the August 2, 2011 Broader Public Sector (BPS) Perquisites Directive Issued by the Management Board of Cabinet.

The BPS perquisite directive and this policy do not apply to perquisites which are contained in a collective agreement provision, are part of an insured benefit, are a health and safety requirement, and are related to an employment accommodation made for a human rights and/or accessibility consideration.

Pursuant to Management Board directive, this policy will apply to all perquisites granted by WCH to any employee, appointee, physician and board member. It shall govern the administration of perquisites granted in existing contracts of employment, or stipend agreements and the negotiation of all future contracts of employment or appointment. Perquisites do not include reimbursement of expenses covered under the Hospital's policy respecting travel, meals and hospitality.

As this policy is based upon a Government of Ontario Management Board of Cabinet Directive, it will be deemed to reflect, at all times, the current wording of the Directive. Consequently, it will be amended as expeditiously as possible upon the hospital receiving notice of a revision to the Directive.

Application of this Policy:

A perquisite must have a business related requirement which is linked to the effective performance of the recipient's role/job with the hospital.

The following will not be allowed as Hospital perquisites:

- 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

Perquisite Accountability Framework:

All requests for the granting of a perquisite shall be made on a WCH Perquisite Request Approval Form. When a request is being considered, the consideration will include the current BPS Directive, the Broader Public Sector Accountability Act, 2010 and any other related legislation, regulation, directive or policy that may be in effect.

Granting of a perquisite for an employment contract:

A request for the granting of a new perquisite for Director level positions and below as a component of an individual's employment contract shall be made through the Chief Human Resources Officer WCH Perquisite Request Approval Form. Executive level requests shall be made through the CEO in conjunction with the Chief Human Resources Officer using the same form. The CHRO and CEO will consider the request for compliance with the BPS Perquisite Directive and final approval will be provided by the CEO. Reimbursement for existing perquisites must be in compliance with the BPS Perquisite Directive and current policy in order to be approved.

Granting of a perquisite for a defined term:

A request for a perquisite related to a specific situation or reoccurring for a defined period of time may be approved by the appropriate Vice President provided the perquisite requested is in compliance with the BPS Perquisite Directive and current policy in order to be approved.

Granting of CEO, COS and Board Member Perquisites

All new perquisite requests for the CEO, COS or Members of the WCH Board shall be documented using WCH Perquisite Request Approval Form. All such requests will be submitted to the Board Chair and considered by the most appropriate Board committee. A description of the perquisite and the decision will be recorded in the committee's minutes. Reimbursement for existing perquisites must be in compliance with the BPS Perquisite Directive and current policy in order to be approved.

Perquisite Reporting: Once a WCH Perquisite Request Approval Form has been completed including the signature of the appropriate authorizing individual, the form will be submitted to the Chief Human Resources Officer. The Human Resources Department will maintain a Perquisite Report that includes the perquisite granted, the name of the recipient, the annualized value and the authorizing executive's name.

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This report will be presented Quarterly through the Chief Human Resources Officer to the CEO and the CFO. The CFO will provide the Board with an affirmation the Hospital is compliant with the BPS Perquisite Directive through his report to the Finance committee.

A summary regarding granted perquisites will be posted annually on the WCH Website; personal information will not be posted.

End of Policy