



Employee Perquisite Annual Summary

Effective August 2, 2011, Management Board of Cabinet issued a Directive establishing rules on perquisites (perks) where they are provided through Public Funds. This Directive applies to CLTB and includes requirements to:

- Establish rules regarding perquisites;
- Terms and limitations on those rules;
- An accountability framework to ensure appropriate governance; and
- Provisions to make summary information on allowable perquisites publicly available.

CLTB General Operating policy #HR 30.0 Employee Perquisite Policy addresses the BPS requirements to ensure compliance with the Ministry directive.

Annual Report 2013-14

For the fiscal year ended March 31, 2014, Community Living Thunder Bay provided the following perquisites, as defined by the BPS Perquisite Directive:

- *None*

Initial: _____

GENERAL MANUAL PROCEDURE

TOPIC: Employee Perquisite Policy

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PROCEDURE

1. This perquisite policy applies to all employees in the organization.
2. This policy does not apply to any and all expenses covered under CLTB's Employee/Volunteer Reimbursement Policy regarding travel, meals and hospitality for agency purposes.
3. Perquisites will only be allowable 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.
4. In the case of the need for a valid perquisite, it must receive advance approval by the Executive Director. The Board President, or his/her designate, will provide advance approval for a perquisite for the Executive Director.
5. Good record-keeping practices must be maintained about approved perquisites for verification and audit purposes. An annual summary, excluding all personal information, of perquisites provided by the agency will be published in its Annual Report.
6. The following perquisites are not allowed under any circumstance, and 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. Club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs.
 - b. Seasons tickets to cultural or sporting events.
 - c. Clothing allowances not related to health and safety or special job requirements.
 - d. 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.
 - e. Professional advisory services for personal matters, such as tax or estate planning.