

MANITOUWADGE GENERAL HOSPITAL		
POLICY AND PROCEDURE MANUAL		
DEPARTMENT:	ORGANIZATION	POLICY/PROCEDURE NO.: IV-220
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SUBJECT:	PERQUISITES	REVIEWED DATES: 2011 09 27
APPROVAL:	BOARD OF DIRECTORS	
		PAGE: 1 OF 2

Definitions: A perquisite refers to a privilege that is provided to an individual or to a group of individuals, provides a personal benefit, and is not generally available to others.

Purpose: The purpose of this directive is to establish rules on perquisites where these are provided through public funds as designated under the *Broader Public Sector Accountability Act, 2010*

Application: The rules apply to any person, including the following:

- appointees,
- board members, and
- employees.

This directive does **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. an employee assistance program, pension 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)
- expenses covered under an organization's rules on travel, meals and hospitality (established in accordance with the BPS Expenses Directive)

The following perquisites are not allowed under any circumstance:

- 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

These privileges 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.

Perquisites that are not related to the business requirements of the Hospital are not allowed.

Any perquisites related to the business of the Hospital shall be approved by the C.E.O. of the hospital. Such approval shall be documented and a record kept in the C.E.O.'s office for verification and audit purposes. Perquisites shall only be approved in limited and exceptional circumstances and only when it is a business related requirement for the effective performance of an individual's job.

A summation of allowable perquisites shall be made publicly available one per year on the Manitowadge General Hospital Web Site.