

SUNBEAM CENTRE ADMINISTRATIVE MANUAL	NUMBER:	AD-fi-021
ISSUED BY: Executive Director	ISSUE DATE:	July 13, 2018
CATEGORY: Finance	DATE FIRST ISSUED:	July 20, 2011
	LAST REVISION DATE:	July 6, 2018
	PAGES:	1 of 1
	REF:	AD-fi-020
PERQUISITES		

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 Centre, and is the foundation of this Policy.

At Sunbeam Centre this Policy applies to all employees, appointees and Board members.

A **perquisite** or ‘perk’, is defined herein as a privilege that is provided to an individual or group of individuals, provides a personal benefit; is not generally available to others and is paid for out of public funds.

Exclusions

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

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.

Under any circumstances, the following are not allowed:

- 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
- professional advisory services, e.g., legal, financial, tax, real estate

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 employees by the Executive Director; to the Executive Director by the President of the Board of Directors; and to 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) will be available to the public if requested. Currently there are no granted perquisites to disclose.