



POLICY & PROCEDURE MANUAL		Subject: PERQUISITE POLICY		
Section: FINANCE – PROCEDURES		Policy Number: FIN-ADM-105		Page: Page 1 of 1
Date Approved: AUGUST 2024	Effective Date: AUGUST 2024	Date Reviewed: AUGUST 2024	Date Revised: AUGUST 2024	Next Review Date: AUGUST 2026

PURPOSE

The purpose of this policy is to establish the rules associated with the provision of perquisites under the Management Board of Cabinet Broader Public Service Directive.

APPLICATION

This policy applies to all board members, employees and volunteers of CHOICES.

The term perquisites, or perks, refer 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.

POLICY

A 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.

The following are examples of perquisites and 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
- an offer of employment letter, as a promise of a benefit

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- an employment contract
- a reimbursement of an expense

QUALITY MEASURES

Deviation from policy

ASSOCIATED FORMS

ASSOCIATED POLICIES

REFERENCES

Broader Public Sector Services Directive – August 2011