

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i>	<i>Policy Number</i>
Governance	115
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<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
December 6th, 2011	

POLICY TITLE: PERQUISITES

SECTION A

1. PURPOSE

The York Catholic District School Board is clarifying the rules and principles to be followed, for perquisites granted when public funds are used, and establishing guidelines to be followed with respect to perquisites.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board to establish standards, for perquisites that are consistent and fair to all impacted groups and compliant with Provincial directives relating to perquisites.

3. PARAMETERS

- 3.1 The term perquisites, or perks, 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.
- 3.2 Policy 115 does not prevail over:
- Legislation or collective agreements;
 - Insured benefits;
 - Items generally available on a non-discriminatory basis for all or most employees (e.g. EAP programs, pension plans, etc);
 - Health and Safety requirements;
 - 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 Broader Public Sector (BPS) Expenses Directive).
- 3.3 Policy 115 applies to all York Catholic District School Board appointees, board members and employees.

- 3.4 Organizations are accountable for their use of public funds, must be transparent to all stakeholders and funds must be used prudently and responsibly to demonstrate value for money.
- 3.5 The guidelines (rules) for perquisites must be posted on the Boards website for reference.
- 3.6 Perquisites are only allowable on a limited and exceptional circumstance where it is demonstrated to be business-related requirement for the effective performance of an individual's job.

4. RESPONSIBILITIES

4.1 Director of Education

To monitor the implementation of the Policy and approve allowable perquisites.

4.2 Associate Director of Leading Services and Treasurer of the Board

To review and recommend allowable perquisites.

To ensure that the policy and guidelines adhere to the BPS Perquisite directive and ensure that applicable staff are accurately informed with respect to this policy.

4.3 Superintendent of Human Resources – Employee Relations

To monitor for compliance with the policy requirements and provide recommendations for allowable perquisites.

5. CROSS REFERENCES

YCDSB Policy 105:	Trustee Professional Development
YCDSB Policy 111:	Trustee Services and Expenditures
YCDSB Policy 107:	Student Trustees
YCDSB Policy 801:	Use of Board/School Funds for Recognition/Acknowledgement Purposes
YCDSB Policy 802:	Purchase, Lease and Rental of Products and Services
YCDSB Policy 423:	Conflict of Interest for Employees

YCDSB Guidelines and Procedures

- Hospitality & Gifts Guidelines for Superintendents, Managers, Board and School Administrators
- Purchasing Card Procedure
- Purchasing Reference Guide

Other Guidelines and Procedures

- Broader Public Sector Perquisite Directive

Approval by Board	December 6th, 2011 <i>Date</i>
Effective Date	December 6th, 2011 <i>Date</i>
Revision Dates	<i>Date</i>
Review Date	December 6th, 2016 <i>Date</i>

POLICY TITLE: PERQUISITES

SECTION B

GUIDELINES

1. Perquisites will only be allowable on a limited and exceptional circumstance where it is demonstrated to be business-related requirement for the effective performance of an individual's job.
2. The following perquisites are not allowed under any circumstance:
 - 2.1 Club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs.
 - 2.2 Season tickets to cultural or sporting events.
 - 2.3 Clothing allowances not related to health and safety or special job requirements.
 - 2.4 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.
 - 2.5 Professional advisory services for personal matters, such as tax or estate planning.
3. Perquisites cannot be provided by any means, including:
 - 3.1 An offer of employment letter as promise of a benefit.
 - 3.2 An employment contract.
 - 3.3 A reimbursement of an expense.
4. On an annual basis a summary of information about allowable perquisites will be made publicly available on the Boards Website.
5. Approved allowable perquisites will be filed in the employees human resource file.