

	MANUAL Corporate	Section Administration	Pages 1 of 3	Number 135-ADM
Subject: Perquisites			Date August 2, 2011	
Supersedes: New	Cross Reference:		Issuing Authority: Hamilton Board Committee (HBC)	
<input checked="" type="checkbox"/> Charlton Campus	<input checked="" type="checkbox"/> West 5th Campus	<input checked="" type="checkbox"/> King Campus		

1.0 Purpose & Goals Description

This policy serves to define allowable perquisites and the process for governance in compliance with the Broader Public Sector Perquisites Directive embracing the principles of accountability, transparency and value for money.

2.0 Definitions

Perquisites: 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.

3.0 Equipment/Supplies

None.

4.0 Policy: SJHH is commitment to the principles outlined in the Broader Public Sector Perquisite Directive and to that end will ensure accountability, transparency and value for money. All expenditures will support business objectives. The rules for perquisites will be clear and easily understood ensuring that taxpayer's dollars are used prudently and responsibly. This policy is applicable to appointees, board members, and employees.

5.0 Procedure

- 5.1** The following perquisites are **not allowed** under any circumstances:
- 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 SJHH group insured benefit plans
 - professional advisory services for personal matters, such as tax or estate planning.
- 5.2** All perquisites must be demonstrated to be a SJHH business-related requirement for the effective performance of an individual's job.
- 5.3** A list of allowable perquisites will be established by the Hamilton Board Committee. This list will be reviewed on an annual basis or as needed. Approval for reimbursement will be through the President. Approval for reimbursement for the President will be by the Board Chair.
- 5.4** On an annual basis the organization will make public a summary of allowable perquisites.

6.0 External References

Broader Public Sector Perquisites Directive, Issued by Management Board of Cabinet, August 2, 2011

7.0 Sponsor

Hamilton Board Committee

APPENDIX A

ALLOWABLE PERQUISITE LIST

The Following expenditures are approved perquisites and do not require approval from the President or Board. These expenses should follow the appropriate SJHH expense policy guidelines.

1. Executive Car Allowances
2. Cost Associated with work related Conference Attendance within North America
3. Expenses associated with Professional Development
4. Professional Membership Fees
5. Business related community events that further the mission & vision of SJHH

Perquisite Approval Decision Map

Policy Implementation

Perquisite Approval Process

