

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION B: ADMINISTRATION**

PERQUISITES	PROCEDURE
EFFECTIVE: 2015 03 24	

APPLICABLE REFERENCES:

- Policy – Perquisites
- Management Board of Cabinet - Broader Public Sector Perquisite Directive, August 2011

ADMINISTRATIVE PROCEDURES:

This administrative procedure establishes standards for perquisites that are provided through public funds. The Board assumes no obligation to provide perquisites that are not in compliance with these procedures. All amounts paid are subject to budget restrictions set annually by the Board.

1.0 Responsibility

- 1.1. The Treasurer of the Board will be responsible for the implementation of this policy and procedure.
- 1.2. The Director of Education (for staff), and Chair of the Board (for the Director of Education) is responsible for approving allowable perquisites.
- 1.3. The Treasurer of the Board is responsible for reviewing and for providing recommendations with respect to allowable perquisites.

2.0 Expectations

- 2.1. Perquisites that are not related to business requirements are not allowed.
- 2.2. Perquisites are only allowable on a limited and exceptional circumstance where it is demonstrated to be a business-related requirement for the effective performance of an individual's job.
- 2.3. This procedure applies to all Board employees, trustees and appointees.
- 2.4. The following perquisites are not allowed under any circumstances:
 - Professional advisory services for personal matters (i.e. tax or estate planning)
 - Clothing allowances not related to special job requirements or health and safety
 - Access to private health clinics
 - Club memberships for personal recreation or socializing (i.e. fitness clubs, golf clubs)
 - Seasons tickets to cultural or sporting events

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- 2.5. The perquisites noted in 2.4 above cannot be provided by any means, including through:
- An offer of employment letter, as a promise of a benefit
 - An employment contract
 - A reimbursement of an expense
- 2.6. This procedure does not apply to the following:
- Insured benefits provided through Board plans
 - Items available on a non-discriminatory basis for employees (i.e. Employee Assistance Plan, pension plans)
 - Collective agreement provisions
 - Health and safety requirements (i.e. required work boots)
 - Employment accommodations made for accessibility and/or human rights considerations (i.e. special workstations, work hours, religious holidays)
 - Expenses covered under Board policy and procedures: Travel and Expense Reimbursement, Hospitality and/or Trustee Expense Reimbursement
- 2.7. All perquisites will be documented with good record keeping practices for verification and audit purposes. Approved allowable perquisites will be filed in an employee's personnel file.
- 2.8. Summary information about allowable perquisites will be made publicly available on an annual basis by the Treasurer of the Board. A Nil report is not required. Personal information will not be provided.

3.0 Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

DEFINITIONS

Perquisites – Is a privilege that is provided to an individual or group, provides a personal benefit, and is not generally available to others.

Private Health Clinics – Medical services outside those provided by the provincial health care system or by the Board's group insured benefit plans.