Greater Essex County District School Board

Policy: Expenses – Perquisites (Perks)

Reference No: P-BA-31

It is the policy of the Greater Essex County District School Board to establish standards for perquisites provided through public funds that are consistent, fair and compliant with Provincial directives relating to perquisites.

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1. Parameters

1.1. For the purpose of the Broader Public Sector (BPS) Perquisites Directive, a perquisite (or perk) 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.

1.2. 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.

1.3. This policy and regulation do not apply to the following:

1.3.1. Provisions of collective agreements;
1.3.2. Insured benefits;
1.3.3. Items generally available on a non-discriminatory basis for all or most employees (e.g. Employee Assistance Program, pension plans etc.);
1.3.4. Health and safety requirements;
1.3.5. Employment accommodations made for human rights and/or accessibility considerations (e.g. special workstations, work hours, religious holidays);
1.3.6. Expenses covered under the Greater Essex County District School Board's (the Board) rules on travel, meals, and hospitality (established in accordance with the BPS Expenses Directive). Refer to Policy / Regulation BA-26 "Hospitality" and Policy / Regulation BA-15 "Expenses (Staff) Conferences, Workshops, Meetings and Travel.

1.4. This policy and regulation apply to all Board appointees, trustees and employees.

2. Prohibited Expenses

2.1. The following perquisites are not allowed under any circumstance:

2.1.1. Club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs;
2.1.2. Season tickets to a cultural or sporting events;
2.1.3. Clothing allowances not related to health and safety or special job requirements;
2.1.4. Access to private health clinics – medical services outside those provided by the provincial health system of by the Board's group insured benefit plans.
2.1.5. Professional advisory services for personal matters, such as tax or estate planning.

2.2. These privileges cannot be provided by any means, including:
- 2.2.1. An offer of employment;
- 2.2.2. An employment contract; or
- 2.2.3. A reimbursement of a personal expense.

3. Accountability Framework

3.1. The Director of Education (for employees), or Chair of the Board (for the Director and Trustees) or the Vice Chair of the Board (for the Chair of the Board) is responsible for approving allowable perquisites.

3.2. The Treasurer of the Board is responsible for reviewing and providing recommendations with respect to allowable perquisites.

3.3. The Superintendent of Human Resources is responsible for monitoring compliance with the policy and regulation requirements and for providing recommendations with respect to allowable perquisites.

4. Information/Disclosure on Allowable Perquisites

4.1. On an annual basis a summary of approved, allowable perquisites will be made publicly available on the Board's website. Personal information will not be provided.