



POLICY/PROCEDURE

SECTION:	Administration	NUMBER:	FIN 02
APPROVED:	Acting Board Chair <i>[Signature]</i>	ORIGINAL:	July 2011
	Chief Financial Officer <i>[Signature]</i>	REVIEWED/REVISED:	April 2013
	Chief Executive Officer <i>[Signature]</i>		

PERQUISITE

The *Broader Public Sector Accountability Act, 2010* (“BPSAA”) gives the Management Board of Cabinet (“Cabinet”) the power to issue directives requiring designated broader public sector organizations, including public hospitals, to establish rules regarding perquisites.

The “Broader Public Sector Perquisites Directive” (the “Directive”) issued by Cabinet defines “perquisite” (“Perquisite”) as a privilege that:

- is provided to an individual or group of individuals;
- provides a personal benefit, and
- is not generally available to others.

The Directive sets out a number of requirements that must be included in the perquisite rules of an organization. This policy sets out Nipigon District Memorial Hospital’s perquisite rules in order to comply with the BPSAA and Directive.

The purpose of this policy is:

- to increase the level of accountability and transparency for NDMH;
- to establish rules regarding perquisites where these are provided through public funds received by NDMH; and
- to provide NDMH with a framework for the approval and management of Perquisites.

The policy applies to any person in NDMH including directors, administration, professional staff, employees and affiliates.

DEFINITIONS

administrators- means the senior employees of the Hospital who are responsible for the management of the Hospital, including the Chief Executive Officer, Chief Financial Officer and Chief Nursing Executive.

affiliate - includes contract staff, volunteers, and students of the Hospital.

- allowable - has the meaning ascribed to it in Section 1 of this policy outlined below.
- perquisite -
- board - means the governing body of the Hospital.
 - director - means a member of the Board.
 - employee - means an individual to whom the Hospital is deemed to be the employer.
 - perquisite - means a privilege that is" (i) provided to an individual or to a group of individuals; (ii) provides a personal benefit; and (iii) is not generally available to others.
- Professional staff - means those physicians, dentists, midwives and extended class nurses who are appointed by the Board and who are granted specific privileges to practice medicine, dentistry, or midwifery, respectively, or with respect to extended class nursing the right to, prescribe for or treat out-patients of the Hospital.

POLICY

1. Allowable Perquisites

Pursuant to the BPSAA, a Perquisite is an "Allowable Perquisite", and may be provided by NDMH, if the Perquisite meets the requirements set out in this policy.

To be an Allowable Perquisite, a Perquisite must be demonstrated to be a *business-related requirement* for the effective performance of an individual's job. Only in these limited and exceptional circumstances will the Perquisite be allowed.

A perquisite is not an Allowable Perquisite if it is not a business-related requirement.

2. Examples of Non-Allowable Perquisites

The following Perquisites will *NOT* be allowable under any circumstances:

- club memberships for personal recreation or socializing purposes (e.g., golf clubs, fitness clubs, social clubs);
- season tickets to sporting or cultural events;
- clothing allowances not related to special job requirements or health and safety;
- access to private health clinics – medical services provided outside the provincial health care system or NDMH's group insured benefit plans; and
- professional advisory services for personal matters (e.g., tax or estate planning services).

These Perquisites may not be provided by any means, including offer of employment letters (as a promise or benefit), employment contracts or as reimbursements of an expense.

3. Approval of Perquisites

All Allowable Perquisites shall be approved by the Chief Executive Officer ("CEO") or designate and/or the Board as appropriate.

Individuals seeking the approval of a Perquisite ("Applicants") must submit a request in writing ("Perquisite Approval/Renewal Request" – a copy of which is attached) to the

Hospital's Chief Executive Officer, setting out a description of the Perquisite, the cost of the Perquisite and a description of why the Perquisite is a business-related requirement for the effective performance of the Applicant's job.

The CEO or designate shall provide written notification to the Applicant by returning a copy of the Perquisite Approval/Renewal Request ("Perquisite Notification") to the Applicant, notifying the Applicant as to whether the Perquisite has been approved as an Allowable Perquisite or declined.

In the event a Perquisite is approved as an Allowable Perquisite, the Applicant shall forward to the Finance Department copies of all invoices and/or receipts provided to the Applicant in relation to the Perquisite ("Perquisite Payment Information").

A record of all Perquisite information for individuals, including a copy of the Perquisite Approval/Renewal Requests and Perquisite Notification, Perquisite Payment Information, and any other relevant materials shall be kept on file in the Finance Department.

4. Renewals of Perquisites

All renewals of Allowable Perquisites shall be approved by the CEO or designate and/or the Board as appropriate.

Individuals seeking the renewal of an approved Allowable Perquisite (e.g., annual renewals of fees/memberships) shall submit a request in writing ("Perquisite Approval/Renewal Request") to the CEO.

The CEO or designate shall provide written notification to the Applicant by returning a copy of the Perquisite Approval/Renewal Request ("Perquisite Notification") to the Applicant, notifying the Applicant as to whether the Allowable Perquisite has been approved for renewal.

5. Publishing Information on Allowable Perquisites

At the end of each fiscal year, NDMH will provide summary information about Allowable Perquisites provided by the Hospital on its website. Personal or identifying information of individuals receiving the Perquisites will not be made available.

Exclusions

As outlined in the Directive, the Directive, and as a result of this policy, do not apply to:

- provisions of collective agreements;
- insured benefits;
- items generally available on a non-discriminatory basis for all or most employees (e.g., employee assistance programs, pension plans);
- health and safety requirements (e.g. provision of work boots);
- employment accommodations made for human rights and/or accessibility considerations (e.g., special workstations, work hours, religious holidays); and
- expenses covered under NDMH "Expenses Guidelines Policy and Procedure" (established in accordance with the Broader Public Sector Expenses Directive)

Reference: Broader Public Sector Perquisites Directive, August 2011