



Ottawa Children's Treatment Centre
Centre de traitement pour enfants d'Ottawa
Founded in 1951 Fondé en 1951

OCTC Policy and Procedure Manual

Date Issued: 15 Dec 11 Date Revised: Date Reviewed: 11 Sep 15	Policy P.4.5.3
SUBJECT Perquisites	
PURPOSE The purpose of this policy is to provide guidelines and standards for authorization and approval of perquisites (a.k.a. 'perks'). This policy is designed to comply with the "Broader Public Sector Perquisites Directive" issued by the Management Board of Cabinet with effective date of August 2, 2011. The Policy sets out how OCTC complies with the Act and Directive.	
APPLICATION AND SCOPE This policy applies to members of the OCTC Board of Directors and to all employees, physicians, volunteers and students of OCTC and to other individuals engaged in Centre business, who intend to request, receive or approve perquisites under this policy. The BPS Perquisites Directive does not apply to the following: <ul style="list-style-type: none">• provisions of collective agreements• insured benefits• items generally available on a non-discriminatory basis for all or most employees eg. employee assistance plans, pension plans etc.• health and safety requirements eg. provision of safety equipment/clothing• employment accommodations made for human rights and/or accessibility considerations eg. ergonomic equipment required for the job etc.• expenses covered under OCTC's rules on travel, meals, and hospitality (established in accordance with the BPS Expenses Directive)	
POLICY As an organization funded by and serving the public, it is congruent with OCTC's corporate values to establish rules on perquisites where these are provided through public funds. OCTC believes in three key principles as it pertains to the directive. Accountability OCTC is accountable for its use of public funds. All expenditures support organizational objectives. Transparency OCTC is transparent to all stakeholders in how financial resources are processed and allocated. The rules for perquisites are clear and easily understood by all OCTC employees. Value for Money Taxpayer dollars are used prudently and responsibly. Specific Accountabilities All OCTC employees are required to be compliant with BPS legislation and be prepared to provide evidence to the same.	

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CEO- on behalf of OCTC, the CEO in consultation with the Chief Financial Officer and Corporate Directors as may be appropriate, is required to make her own determination on how to spend money received from other sources. Any decisions about perquisites must be made with due consideration for the accountability and transparency and for the potential for public and media scrutiny.

Chief Financial Officer and Corporate Directors are required to maintain records associated with approved allowable perquisites for OCTC staff, and provide these records for verification and auditing purposes, as required. On an annual basis, information on any allowable perquisite, excluding personal information, will be provided to and reviewed by the Finance Committee of the Board and the Board of Directors.

PROCEDURE

APPROVAL AUTHORITY

Perquisites are allowable only in limited and exceptional circumstances where it is demonstrated to be a business-related requirement for the effective performance of an individual's job.

1. In the rare event that a perquisite is considered allowable, it must be approved in writing by the CEO.
2. If the perquisite is for the Chief Executive Officer, it may only be approved by the Board of Directors.

Employee

1. A request for a perquisite to be granted to an employee must be submitted by the employee's manager to the Chief Financial Officer or one of the Corporate Directors.

The request must include:

- A description of the perquisite
 - Justification for the perquisite - i.e. how the perquisite is business-related and necessary for the effective performance of the individual's job.
 - The cost of the perquisite
 - Frequency of the perquisite (e.g. one time, monthly, annually)
2. Requests will be reviewed by the Chief Financial Officer and Corporate Directors and if found to be supportable, will be submitted to the CEO for approval:

Perquisites for the CEO and Senior Management

1. The Board's Succession Planning Committee shall review annually the contract of the CEO and recommend any allowable perquisites for the CEO and executive team to the Board of Directors. Once approved, the Director of Finance will be notified of approved perquisites for processing.
2. Human Resource Services will keep records of the approved perquisites in the employee's personnel file.

ASSOCIATED DOCUMENTS

D.4.5.2.1 BPS Expenses Directive – English & French

D.4.5.3.2 BPS Perquisites Directive – English & French

P.4.5.2 Business Travel Expenses

P.5.3.2 Conflict of Interest

Broader Public Sector Act, 2010; <http://www.ontario.ca/laws/statute/10b25>

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