

AD 05**Perquisites**

Classification:	Administration
Responsible Authority:	Director, Finance and Administrative Services
Executive Sponsor:	President
Approval Authority:	Algonquin College Executive Team
Date First Approved:	2012-01-18
Date Last Reviewed:	2019-05-01
Mandatory Review Date:	2024-05-01

PURPOSE

The purpose of this policy is to establish rules on perquisites where these are provided through public funds and to ensure compliance with the Broader Public Sector Perquisites Directive.

SCOPE

This policy applies to all College employees, Board of Governors members, appointees, volunteers, and all consultants and contractors engaged by the College.

DEFINITIONS

Word/Term	Definition
Perquisite	The term “perquisites” refers to a privilege that is provided to an individual or group of individuals, which provides a personal benefit and is not generally available to other persons within the college.

POLICY

1. The following perquisites are not allowed under any circumstance:
 - Club memberships for personal recreation or socializing purposes, such as fitness, golf 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 employer’s group insured benefit plans); and
 - Professional advisory services for personal matters, such as tax or estate planning.
2. Freedom of Information (FOI) requests for compliance issues are to be directed to the Vice President, Finance and Administration.
3. A perquisite is 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. For example, the Air Canada Maple Leaf Club lounge at various airports would be an acceptable perquisite.

All allowable perquisites must be approved by the Board of Governors for perquisites involving the President and by the President for perquisites involving management.

PROCEDURE

A summary report on perquisites shall be generated on an annual basis. Such a summary information report regarding allowable perquisites will be made publicly available upon request. Personal information shall not be provided.

SUPPORTING DOCUMENTATION

None

RELATED POLICIES

None

RELATED MATERIALS

Broader Public Service Perquisites Directive:

<https://www.ontario.ca/document/broader-public-sector-perquisites-directive>