



Perquisites (Perks)

Institutional Manual

Approving Authority: President

Established: November 8, 2011

Date of Last Review/Revision:

Office of Accountability: Associate Vice-President

Administrative Responsibility: Associate Vice-President

Statement

All perquisites provided by St. Jerome's University will be reasonable and appropriate, and comply with the BPS (Broader Public Sector) Perquisites Directive and all applicable guidelines. The University will be accountable and transparent in the oversight and administration of its expenditures. There will be no reimbursement for unauthorized perks.

Scope and Definitions

A perquisite is a privilege (often a personal benefit) that is provided to an individual or group that is not generally available to others. For the purposes of this policy, a perquisite must be business-related and necessary for the effective performance of one's responsibilities.

The following are NOT considered perquisites:

- provisions of collective agreements
- insured benefits
- items generally available on a non-discriminatory basis for all or most employees (e.g., an employee assistance program, pension plan)
- 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)
- expenses covered under the University's Expenses Policy

Appendix A Provision of Perks

1. Perks to be made available to an employee(s) will be communicated in writing in the Offer of Employment; perks available to all employees will be communicated by memo from Human Resources.
2. Approval of perks is a responsibility of the President and, if the perk involves the President, the Chair of the Board of Governors.
3. When a perk(s) is to be offered, the request, along with supporting documentation, must be submitted to Human Resources who will forward it to the appropriate approval body. Supporting document should include: the details of the expense, how it falls within the directive, the timeframe in which the perk applies, and justification that the perk is a business-related requirement necessary for the effective performance of the individual's position.
4. Human Resources will maintain a record of all perks approved for verification and audit purposes.
5. Examples of perks that are NOT allowed under any circumstance:
 - club memberships for personal, recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs
 - seasons tickets to cultural or sporting events
 - clothing allowances not related to health and safety or special job requirements
 - professional advisory services for personal matters, such as legal, tax or estate planning
6. Any questions related to perks should be directed to Human Resources.