

TYPE: Administrative
TITLE: Perquisites
NO.: ADMIN-233
RESPONSIBILITY: Chief Administrative Officer + Associate
Vice-President Human Resources
APPROVED BY: Durham College Leadership Team
EFFECTIVE DATE: March 2021
REVISED DATE(S):
REVIEW DATE: March 2024

1. Introduction

This policy was developed in compliance with the Broader Public Sector (BPS) Perquisites Directive.

2. Purpose

The purpose of this policy is to establish rules on perquisites where these are provided through public funds.

The rules apply to any person in a designated BPS organization, including the following:

- Appointees;
- Board members;
- Elected officials; and
- Employees.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

4.1. 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.
- 4.2. 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.
- 4.3. All allowable perquisites involving the President, must be approved by the Board of Governors and by the President for perquisites involving management.
- 4.4. A statistical 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.

5. Procedure

This section is not applicable.

6. Roles and responsibilities

- 6.1. It is the responsibility of the Chief Administrative Officer to ensure this policy is fully implemented.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

Failure to comply with this policy could result in disciplinary action for individuals found submitting or approving fraudulent expenditures, or financial loss, reputational damage and/or legal sanctions against the College.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. Related forms, legislation or external resources

- Broader Public Sector Perquisites Directive