

POLICY

A perquisite refers to a privilege that is provided to an individual or to a group of individuals, provides a personal benefit, and is not generally available to others.

Community Services Coordination Network will not fund any perquisites that are not a business-related requirement.

Community Services Coordination Network will consider allowing perquisites only in limited and exceptional circumstances where it is demonstrated to be a business-related requirement for the effective performance of an individual's employment responsibilities.

The following perquisites are not allowable expenses and will not be paid by Community Services Coordination Network under any circumstances:

- Club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs.
- Season's tickets to cultural or sporting events.
- Access to private health clinics-medical services outside those provided by the provincial health care system or the group benefit plan of Community Services Coordination Network.
- Professional advisory services for personal matters, such as tax or estate planning.

The above cannot be provided by any means, including:

- An offer of employment letter
- An employment contract
- A reimbursement of an expense

Community Services Coordination Network currently offers the following perquisites:

- On-site parking to management staff as long as the roles of the managers require regular and ongoing attendance at the London, Ontario office site.

Requests for allowable business-related perquisites must be submitted to the Chief Executive Officer for prior approval, or the Board of Directors where the perquisites apply to the Chief Executive Officer. Request must set out the nature of the perquisite and must contain sufficient information and/or supporting documentation to demonstrate that the requested does not fall into the category of disallowed perquisites and is a business-related requirement for the performance of the individuals' job or duties.

Perquisites may be one-time or ongoing, as approved. Perquisites may be discontinued at any time at the discretion of Community Services Coordination Network.

All requests for perquisites will be forwarded to and maintained by the Finance department in order to support the reimbursement expenses.

Summary information about allowable perquisites will be published on an annual basis to the public website of Community Services Coordination Network. Personal information will not be provided in this summary.