



NEW LEAF

LIVING AND LEARNING TOGETHER INC.

Policy: Staff Prerequisites	
Document # FA TBD *NEW*	Version #: 1
Effective Date: January 17, 2022	Review Date:

Policy

The purpose of this policy is to establish rules with respect to staff prerequisites. This policy is based upon three (3) key principles.

Accountability

New Leaf: Living and Learning Together Inc. (hereinafter **NEW LEAF**) is accountable for its use of public funds. All expenditures are required to support our business objectives.

Transparency

NEW LEAF is transparent to all its stakeholders. The rules for prerequisites are clear, easily understood, and available to the public.

Value for Money

NEW LEAF utilizes taxpayer dollars prudently and responsibly.

This policy is compliant with the requirements of the Broader Public Sector Accountability Act, 2010 (“the Act”) and its directives: Broader Public Sector (BPS) Expenses Directive, Prerequisites Directive, Procurement Directive and Business Documents Directive.

1. Risk of Non-Compliance

Failure to comply with this policy may result in failure for the organization to meet its obligations under the *Broader Public Sector Accountability Act, 2010*.

2. Definitions

“Prerequisites” – or perks, refers to a privilege that is provided to an individual or to a group of individuals that provides a personal benefit(s) not generally available to others.

“Staff” – includes employees, students and Professional Staff of the Agency, Members of the Board of Directors and Volunteers.

3. Requirements

A prerequisite 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.

The following are examples of **prerequisites that are not allowed under any circumstances**:

- 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.
- Access to private health clinics-medical services outside those provided by the provincial health care system or by group insured benefits plans.
- Professional advisory services for personal matters such as tax or estate planning.

The above prerequisites are not to be offered or allowed by any means including:

- An offer of employment letter, as a promise to a benefit.
- An employment contracts.
- A reimbursement of an expense

4. Responsibilities/Accountabilities

- An allowable prerequisites must be approved in writing by the Executive Director or by the Chair of the Board of Directors.
- A written approval for an allowable prerequisites must be maintained by Human Resources.
- This policy is posted on the Agency website.

5. Limits

This ***policy is not applicable in the following:***

- 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 or pension plan)
- Health and safety requirements (e.g. provisions for safety boots)
- Employment accommodations made for human rights or accessibility considerations (e.g. special workstations, work hours, religious holidays)
- Expenses covered under the **NEW LEAF's Policy: Expense Rules Directives.**

6. Staff Recognition

Recognition of staff is an important and valuable component of the agency meeting its objectives. As such acceptable and reimbursable expenses are outlined below.

Years of Service Awards

These will be managed by the Human Resources Department and issued on or before December 1 of each year, for those employees celebrating the anniversary in the past 12 months. Input / participation in planning from employees will be solicited at the discretion of the Director of HR / Designate.

- 1 year – NEW LEAF pin
- 5 years - \$25 NEW LEAF branded gift, or equivalent
- 10 years - \$50 NEW LEAF branded gift, or equivalent
- 15 years - \$75 NEW LEAF branded gift, or equivalent

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- 20 years - \$100 personalized gift
- 25 years - \$125 personalized gift
- 30 years - \$150 personalized gift
- 35 years - \$175 personalized gift

Retirement Awards

- Employees with at least ten (10) years of service are eligible for a retirement award (a NEW LEAF branded gift with a value not to exceed \$100) .
- Food and non-alcoholic beverages up to \$200, can be reimbursed for retirement receptions held at the Agency.

Special Events approved by the Executive Director

It is important that special accomplishment or celebrations to recognize employees are acknowledged. Decisions to allocate resources of the agency to celebrations cannot be inconsistently done. A manager wishing to acknowledge an event or success with a meal or other expenditure must submit a plan in writing to their Director, and the cost for such recognition cannot exceed \$25 /employee /year.

Special Awards

As approved by the Executive Director & Board of Directors, special awards (non-cash) may be issued annually in alignment with the organization's mission, vision, goals & objectives.