

Perquisite Program (Criteria and Instructions)

Generally, a perquisite is a good or service provided to employees because of a job requirement. Perquisites are provided to employees at no cost or at a reduced cost to them. For OSHA safety compliance reasons, some goods and services are automatically provided to employees to protect them from injury, ensure their well being, and to prevent any potential liabilities to the University. These goods include safety items (back support belts, safety shoes and boots, goggles, rubber gloves, protective headgear, and bulletproof vests) and equipment and protective outer garments. Other goods and services such as other uniforms, certifications and exam fees and transportation (transfer from one work location to another work location *only*) are considered perquisites because job requirements make it necessary that employees possess or use them. For example, uniforms identifying employees for security reasons or because it is necessary for them to be immediately, visually identified because they serve as information services resources at University functions are permissible perquisites. However, shirts simply identifying employees' affiliation with a social club or activity are not permissible perquisites. Below is a list of permissible perquisites:

Job required non-professional certification and examination fees (excluding license fees for professions). For example: Class D Commercial Driver's Licenses, Refrigerant and Transition Recovery Certification, Waste/Wastewater/Plant Operator Certification, State Fire Safety Inspector's Certification, etc.

Uniforms. For medical, law enforcement, food service, custodial, maintenance, and groundskeeping personnel.

Coveralls.

Shirts. For example, for Event Security Staffing.

Click on [**Perquisitesform**](#) and complete the [**Department Request Form for Perquisites or Sale of Goods and Services**](#) as indicated below if your perquisite request meets the criteria above.

1) Department Name

2) Basis of Cost Determination

- a) Employees' names
- b) Pay Plan Assignment of the each employee
- c) Classification titles of each employee
- d) Class code of each employee
- e) Perquisite item requested
- f) Cost per perquisite item
- g) Number of perquisite items requested for each employee
- h) Total cost of perquisite items for each employee
- i) Total cost of perquisite items for all employees



- 3) **Justification of perquisites**
- 4) **Signature of Dean or Director**
- 5) **To be completed by Human Resources**

Based on the information indicated in the Department Request Form for Perquisites or Sale of Goods and Services, Human Resources will determine whether or not the request for goods or services is permissible based on the criteria above. If deemed permissible, Human Resources will complete its section on the Department Request form for Perquisites or Sale of Goods and Services and submit it to the appropriate vice president for final approval. Once the vice president approves, Human Resources will forward a copy of the approved form to the requesting department, Finance & Accounting, and Purchasing. The requesting department may then proceed with the purchasing of the good or service by following the appropriate Finance & Accounting and Purchasing procedures for procurement.