A GUIDE TO BECOMING A LIVING WAGE EMPLOYER



Acknowledgements:

This document was modelled off of the Living Wage for Families BC: A Guide to Becoming a Living Wage Employer.

CURRENT LIVING WAGE

LEVELS OF RECOGNITION

The Living Wage

tips over the course of a one-month period are divided by the number of hours worked in order to calculate the average hourly pay.

STUDENT POSITIONS

Student positions refer to student interns, student co-op placements and trainees. At the Partner and Supporter levels of the Living Wage Employer Program these positions can be paid below the living wage rate. But to reach the Champion level, these positions w ee BT1 0 NT Pd below thng wag3(osi)11(t)-3(n)-56-stu|

EXTERNALLY CONTRACTED STAFF AND THE LIVING WAGE

Externally contracted staff refers to staff that many businesses use to provide services such as janitorial, security, or catering. This clause covers external contracts that provide services for the organization on a regular ongoing basis that is for at least 120 hours of labour per year. Ad hoc contract work (for repairs or maintenance, for example) is exempted from this clause.

Living Wage Champions are encouraged to inform contractors about the Living Wage Program and how it may affect the terms of their agreements. A Living Wage clause should be included in all future agreements and renegotiated agreements with hired contractors. Organizations do not need to renegotiate existing contracts before they come up for renewal in order to be compliant. All future agreements, whether new or being renewed, must incorporate the Living Wage standards. Living Wage Champions need to undertake the following:

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COLLECTIVE AGREEMENTS

It is expected that Organizations that have collective agreements in place will inform the relevant union(s) of their intention to apply for living wage status. Collective agreements will be tre

APPENDIX 1: LIVING WAGE EMPLOYER IMPLEMENTATION PLAN FOR COMPANY X

1. Introduction

Company X is proud of its record as a responsible employer. To date, it has won numerous awards recognizing this commitment. Company X provides a wide range of eye care solutions. It was founded in 1970 and we currently have 7 retail outlets throughout Waterloo Region. We currently employ 85 staff, 50 full-time and 35 part-time.

2. Direct Employees

Based on an analysis undertaken by our HR Manger, we currently have 5 full-time and 10 part-time staff that are below the current living wage rate. These positions are all retail assistant positions. The five fulltime staff receive full Health benefits and when this is taken into account, we need to increase their base hourly wage by \$0.75/hr to reach the living wage rate. The 10 part-time positions are not paid benefits and thus, their base hourly wage needs to be increased by \$2.10/hr to reach the living wage rate. This provides us with an equity challenge as it would mean that similar positions would be paid quite different base hourly wage rates. To address this, we have decided to provide benefits to all part time staff and increase their base hourly wage by \$1.00 to bring them up to a living wage rate.

months of being declared a Living Wage employer. In June of every year, the HR manager undertakes a comprehensive wage review for all staff members and our

wage clause when it is next renewed. However we estimate that no workers will be affected by this.

-year contract which is due for

renewal in Oct. 2015. We commit to include an appropriate living wage clause in the new contract at this date. Again, we estimate that no workers will be affected by this as it is highly specialized work.

APPENDIX 2: EXAMPLE OF INTERNAL LIVING WAGE POLICY

Purpose

At [Name of Employer], it is important to us to be aware of, and maintain, corporate social responsibility.

We strive to make decisions and take actions that have a positive impact on our

wage is recalculated biennially

APPENDIX 3: EXAMPLE OF LIVING WAGE CLAUSE FOR SERVICE PROVIDER CONTRACTS

The following is an example of a Living Wage contract clause for insertion into contracts with service providers to guarantee Living Wage provision. These contract clauses are offered as starting points in order to assist drafting of appropriate provisions. These contract clauses are not recommended clauses, nor do they substitute the requirement to seek legal advice.

Living Wage Waterloo Region

APPENDIX 4

Contact us

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