



**Context:**

The Board strives to be a responsible and just employer in the Oceanside area. Paying a living wage on an hourly basis is a way to express these values. The Board understands that families may work less than part-time or have non-traditional family earnings and we share our responsibility for living wage provision with individuals, governments and community.

**Policy Statement:**

This Policy is to ensure that all School District 69 (Qualicum) staff service providers and sub-contractors to our School District who work on School District premises for a specified period of time earn, at a minimum, an hourly *Living Wage* based on calculations which are congruent with the methodology developed by the *Living Wage For Families Campaign*.

**Guiding Principles:**

1. The Board of Education of School District 69 (Qualicum) believes that it is important to demonstrate social responsibility through actions that have a positive impact on our community, our staff and the people we serve.
2. The Board of Education believes that families should earn an hourly rate sufficient for them to pay for the basic necessities of life so that they can live with dignity and participate as active members of our communities.
3. As a responsible employer, the Board of Education recognizes that paying a *Living Wage* constitutes a critical investment in the well-being of our staff and the broader community.

**Definitions:**

1. Employees are all Union and Exempt Staff employed by the District in either a full-time, part-time, or casual, spare board, or replacement worker capacity.
2. *Living Wage* is the hourly rate of pay that enables wage-earners living in a family (2 parents and 2 children) household to:
  - a) Feed, clothe and provide shelter (based on rental rates) for their family
  - b) Promote healthy child development (child care expenses)
  - c) Participate in activities that are an ordinary element of life in the community
  - d) Avoid the chronic stress associated with living in poverty
  - e) Small savings to be used in emergencies.

*Living Wage* does not include:

- a) Debt or credit card repayment
- b) Any significant savings (for example to provide a downpayment for a house or to send a student to university)
- c) Recreation or entertainment costs beyond that needed for physical and emotional health.
- d) Care of an ill, disabled or aged family member.



3. Premises are all District-owned premises, roadways, and grounds.
4. Service Providers are companies and their employees that have a direct business relationship to the School District 69 (Qualicum). These employees are individuals that perform services to the District on District premises.
5. Sub-contractors are companies and their employees that have been sub-contracted by our Service Providers. They do not have a direct business relationship with School District 69 (Qualicum).

**References:**

- <http://www.livingwageforfamilies.ca>
- [Administrative Procedures to Board Policy 301: Living Wage](#)

**Dates of Adoption/Amendments:**

Adopted: 2015.11.24

Amended: 2020.04.28: **2023.09.26**



ADMINISTRATIVE PROCEDURES TO BOARD POLICY 301

LIVING WAGE

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**Purpose:**

These Administrative Procedures are written in support of Board Policy 301: Living Wage

**Implementation, Compliance and Communication:**

1. The living wage will be set annually by staff based on the methodology developed by the Living Wage for Families Campaign ([www.livingwageforfamilies.ca](http://www.livingwageforfamilies.ca))
2. This policy will encompass all district employees, service providers and sub-contractor employees with the following exclusions:
  - a. Students seeking work experience credits for educational purposes;
  - b. Volunteers; and,
  - c. Employees of organizations (for profit or not-for-profit) that lease space/property from the district.
3. The district, as a living wage employer, will ensure all staff are paid no less than the living wage as established in the year of ratifying of any of the district's collective agreements with its unions. The district will not open up any existing collective agreement during its existence to adjust hourly rates in the event those hourly rates dip below the living wage for that year. For example, if in year 2 of a 3-year agreement an employee's hourly rate falls below the living wage hourly rate for that present year, no alteration to the collective agreement will be considered.
4. The District has established the following criteria to determine a service provider's or sub-contractor's eligibility under the Living Wage Policy.
  - a. An employee of a service provider or of its sub-contractor must perform services physically on district premises.
  - b. Work must *exceed 120 hours of labour per year, or 0.5% of the school district purchasing budget, as per Living Wage policy.*
5. The district requires all service providers and sub-contractors, whose services fall within the parameters established within this policy, to be compliant for the duration of their contract with the district.
6. The district will incorporate into all of its competitive bid documents (invitations to tender, requests for proposal, quotes, etc.) a sample declaration to be signed as part of the service provider's contract with the district.

**Reference:**

- [Board Policy 301: Living Wage](#)

**Dates of Adoption and Amendments:**

Adopted: 2015.11.24

Amended: 2020.04.28: **2023. 09.26**