

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

LIVING WAGE

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Objectives:

This Policy is designed to ensure that all School District 69 (Qualicum) Staff and Service Providers to our School District who work on School District 69 (Qualicum) premises or lands, for a specified period of time, will earn, at a minimum, a Living Wage.

Definitions:

District is School District 69 (Qualicum)

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.

Living Wage is the hourly rate of pay that enables wage earners living in a household to:

- Feed, clothe, and provide shelter for their family
- Promote healthy child development
- Participate in activities that are an ordinary element of life in the community
- Avoid the chronic stress of living in poverty

This hourly rate is calculated on the living expenses of a family of four with two children aged 4 and 7, with both parents working full-time (35 hours/week).

Premises are all District-owned premises, roadways, and grounds.

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.

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).

Implementation, Compliance and Enforcement:

- The District will implement this Living Wage Policy effective January 1, 2016. Existing contracts still in force at the time of implementation will be grandfathered until such time as the contract expires or is renegotiated, whichever comes first.
- The Living Wage will be calculated annually by staff based on the methodology developed by the Living Wage for Families Campaign as noted above.
- This Policy will encompass all District employees, Service Provider and Sub-contractor employees with the following exclusions:
 - Students seeking work experience credits for educational purposes;
 - Volunteers; and,
 - Employees of organizations (for profit or not-for-profit) that lease space/property from the District.

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- 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.
- The District has established the following criteria to determine a service provider's or sub-contractor's eligibility under the Living Wage Policy.
 - An employee of a service provider or of its sub-contractor must perform services physically on District premises.
 - Work must last longer than one continuous hour per occasion.
- 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. Any existing contracts that are in place at the time of inception of this Policy will not require immediate compliance should their wage rates be lower than that established Living Wage rate. However, a contract will require compliance at time of renewal.
- 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. A Sample Declaration is attached.
- The District will enforce the Policy by performing audits of its Service Providers and Sub-contractors when notification of non-compliance is received by the District. Non-compliance may result in the cancellation of the Contract at the discretion of the District.

Reference:

- *Board Policy 3001: Living Wage*