

	<b>Title: Living Wage Policy for City Employees and Contract Instructors</b>	Number: CO - 75
	Authority: Council	Section: Council
	Date Adopted:	
	Historical Changes ( )	

**Purpose:**

The purpose of this policy is to ensure that all City employees and contract instructors who work for the City earn, at a minimum, a Living Wage.

**Scope:**

This policy applies to all City employees and Contract Instructors who work for the City and earn, at a minimum, a Living Wage with the following exclusions:

- Volunteers; and
- Students seeking work experience for education purposes.

**Definitions:**

**City** refers to the City of Langley

**Employees** are all Union and Exempt staff employed by the City in either a full-time, part-time, temporary full-time or casual capacity excluding volunteers and students seeking work experience for educational purposes.

**Contract Instructors** are all instructors contracted by the City to provide contract services.

**Living Wage** is comprised of the hourly rate of pay a family needs to cover basic expenses. These basic expenses include:

- Food;
- Clothing;
- Rental housing;
- Child care;
- Transportation; and
- Small savings to cover illness or emergencies

The Living Wage is calculated annually in accordance with the Living Wage Campaign for Families methodology.

**Policy** is the Living Wage Policy for all City employees and Contract Instructors.

**Premises** are all City owned land, building, roadways, leased properties, parks and public rights-of-way.

**Principles:**

The Living Wage will be calculated annually in May based on the methodology developed by the Living Wage for Families Campaign and notice will be provided to staff affected by any changes by the Human Resources Division. The new rate will be applied to the living wage adjustment in the first full pay period after the new rate is published.

Under the rules established by the Living Wage for Families Campaign, non-mandatory benefits given or paid in lieu to employees are added to the hourly rate paid calculation. Non-mandatory benefit percentages vary for part-time, temporary full-time and casual employees as per the Collective Agreement and are used for calculating the “living wage adjustment” entitlement. The percentage of mandatory benefits paid to part-time employees that opt for benefits will use the same calculation as those that receive a percentage in lieu of all benefits. The “living wage adjustment” will be subject to all statutory and other deductions including union dues.

The Living Wage may increase or decrease each year and the living wage adjustment will be calculated based on the current living wage rate. If, however, the living wage rate decreases by \$1.00 or more in a given year, current employees that are receiving the living wage adjustment will be given six months’ notice of the reduced rate.

The living wage adjustment will be included on the employee’s bi-weekly pay and will be listed as a “living wage adjustment.”

The Living Wage is a poverty reduction strategy and not a bargained benefit and exists outside of the collectively bargained salary schedules contained within the City’s Collective Agreements.

The Living Wage rate is a directive of Council and may be revoked by Council at any time.

This Policy will be reviewed on an annual basis by the Chief Administrative Officer in consultation with City Council.

**References:**

Policy Number:	<b>CO - 75</b>
Policy Owner:	<b>CAO</b>
Endorsed by:	<b>SMT</b>
Final Approval:	<b>COUNCIL</b>
Date Approved:	
Revision Date:	
Amendments:	
Related Policies:	
Related Publications:	<a href="https://www.livingwageforfamilies.ca/become_a_living_wage_employer">https://www.livingwageforfamilies.ca/become_a_living_wage_employer</a>