

	<b>Title: Langley City Living Wage Adjustment Policy for City Employees and Contract Instructors</b>	<b>Number: CO - 75</b>
	<b>Authority: Council</b>	<b>Section: Council</b>
	<b>Date Adopted: April 12, 2021</b>	
	<b>Historical Changes: (September 11, 2023); (January 22, 2024)</b>	

**Purpose:**

The purpose of this policy is to adjust the wage to ensure that all City employees and contract instructors who work for the City earn a wage that meet the principles of the Living Wage<sup>1</sup> for the Metro Vancouver region.

**Scope:**

This policy applies to all City employees and Contract Instructors who work for the City and earn a wage that meet the principles of the Living Wage for the Metro Vancouver region with the following exclusions:

- Volunteers;
- Employees on probation;
- Casual employees who work less than 120 hours of work per year; 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 Adjustment** is the hourly rate based on a rolling five-year average of the Living Wage hourly rates for Metro Vancouver. The Living Wage Adjustment is calculated annually in accordance with the Living Wage Campaign for Families methodology.

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<sup>1</sup> Living Wage Campaign for Families methodology

**Policy** is the Living Wage Adjustment 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 Adjustment will be calculated annually in November based on a five-year rolling average of the Living Wage<sup>2</sup> hourly rates for Metro Vancouver. 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.

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 Adjustment may increase or decrease each year. If, however, the living wage adjustment rate decreases by \$1.00 or more in a given year, current employees that are receiving the adjustment will be given six months' notice of the reduced rate.

The living wage adjustment will be paid annually at the end of the calendar year, and will reduce any future retroactive collective agreement payments if applicable, and will be listed as a Living Wage Adjustment.

The Living Wage Adjustment 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 Adjustment 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.

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<sup>2</sup> Calculated annually in accordance with the Living Wage Campaign for Families methodology

**References:**

Policy Number:	<b>CO – 75</b>
Policy Owner:	<b>CAO</b>
Endorsed by:	<b>SMT</b>
Final Approval:	<b>COUNCIL</b>
Date Approved:	<b>April 12, 2021</b>
Revision Date:	<b>September 11, 2023, January 22, 2024</b>
Amendments:	<b>See Staff Report</b>
Related Policies:	<b>CO-76</b>
Related Publications:	<a href="https://www.livingwageforfamilies.ca/become_a_living_wage_employer">https://www.livingwageforfamilies.ca/become_a_living_wage_employer</a>