



# Living Wage Enrolment Form



**Thank you for your interest in being part of the living wage movement in Waterloo Region!**

## CRITERIA

To be recognized as a Living Wage Employer an organization needs to pay its direct staff and indirect contract staff at least the living wage rate. An employer may offset the wage rate by providing benefits that affect basic needs such as non-OHIP healthcare. Living Wage Waterloo Region will determine, in consultation with the employer, a living wage rate that accounts for these benefits.

## LEVELS OF RECOGNITION

1. **FRIEND:** Committed to determining how many employees are earning a living wage and to begin raising all full-time employees to a living wage within a year. (No decal)
2. **SUPPORTER:** All full-time employees earn a living wage. Committed to begin raising all part-time employees to a living wage within a year.
3. **PARTNER:** All full-time and part-time employees earn a living wage. Committed to begin raising student positions OR externally contracted staff to a living wage within a year.
4. **LEADER:** All full-time and part-time employees earn a living wage, and student positions OR externally contracted staff earn a living wage. Committed to begin raising all other employees to a living wage within a year.
5. **CHAMPION:** All full-time and part-time employees, including students, earn a living wage, and all of our externally contracted staff earn a living wage. Committed to championing the living wage within our sector/industry and within the community.

## ADDITIONAL INFORMATION

- Each employer will receive a window decal, certificate and website graphic to promote that they are a Living Wage Employer.
- Any questions regarding the enrolment process or criteria should be directed towards Anne Coleman by telephone 519-623-1713 x 224 or email [manager@livingwagewr.org](mailto:manager@livingwagewr.org).

## Section 1: Employer Information:

Name of business/organization: \_\_\_\_\_

Industry/ Sector: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

- On behalf of the organization, I give Living Wage Waterloo Region permission to publicly recognize the organisation in communications materials including newsletters, social media, and website publications.

## Section 2: Number of Employees:

\_\_\_\_\_ How many Full Time Employees do you have (35 or more hours per week)

\_\_\_\_\_ How many Part Time Employees do you have (under 35hours per week)

\_\_\_\_\_ How many Student Employees (i.e. Student interns, co-op students, trainees)

\_\_\_\_\_ How many externally contracted or sub-contracted service employees (working 120/year or more)

Please list the services for which you have contract or sub-contract employees (e.g. cleaning, bookkeeping, etc.):

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## Section 3: Living Wage Information

The 2017 living wage rate in Waterloo Region is **\$15.42** per hour. See page 4, “2017 Living Wage and Employee Benefits” to see how benefits contribute to the hourly living wage calculation and determine how many employees are paid a living wage.

**Please indicate the number of employees currently paid a living wage:**

\_\_\_\_\_ How many Full Time Employees are paid a living wage

\_\_\_\_\_ How many Part Time Employees are paid a living wage

\_\_\_\_\_ How many Student Employees are paid the living wage

\_\_\_\_\_ How many externally contracted or sub-contracted service employees are paid a living wage

## Section 5: Living Wage Implementation Plan

**If not all employees are currently paid a living wage, please outline the steps you will take to implement living wage and the projected timeframe (e.g. part-time employees pay will be increased to living wage within x number of months, or Living Wage clause will be included when external service contracts are renewed.)**

**Please list current service contracts and action you have taken or will take to include the living wage (e.g. the living wage will be included when external service contracts are renewed). Contractors who work 120-plus hours are paid a living wage.**

**What is your plan and who is responsible for ensuring you remain in compliance with annual updates to the living wage rate?**

**For promotional purposes, please provide us with a testimonial of why being a Living Wage Employer is important to your business or organization:**

**Please return this form to:**

Living Wage Waterloo Region, c/o SPCCND  
55 Dickson St. unit 14, Cambridge, ON, N1R 7A5  
[manager@livingwagewr.org](mailto:manager@livingwagewr.org)



# 2017 Living Wage Calculation and Employer Benefits

November 2016



A living wage is the hourly wage a worker needs to earn to cover their family's basic expenses within their community. In Waterloo Region, the 2017 Living Wage rate is \$15.42 an hour.

The living wage includes expenses such as food, clothing, shelter, childcare, transportation, medical expenses, recreation and a modest vacation. The living wage does not include retirement savings, debt repayment, home ownership, savings for children's education, or anything other than the smallest cushion for emergencies or hard times.

To calculate the living wage rate for an employer we take into account their employees' total compensation package (wages + benefits). Where employer benefits cover some or all of the costs of goods and services in the living wage calculation this is taken into account in when determining the hourly rate of pay needed to reach the living wage threshold. Employer benefits that are not included in the living wage calculation (RRSP payments or pension payments, for example) do not affect the living wage determination.

The chart below lists the hourly equivalent of benefits that may be provided by employers.

<u>Employer Provided benefits</u>	<u>hourly equivalent</u>
Extended Health	
100% employer paid	\$ 1.07
50% employer paid	\$ .52
Life and Critical Illness	\$ .15
Transit pass	\$ .26
Education and training	\$ .15
Bank fees	\$ .06

How to use the chart.

For an employee who receives no employer paid non-mandatory benefits, the living wage rate of pay is \$15.42 in 2017. For employees who receive employer paid non-mandatory benefits, the value of those benefits contributes to the total hourly compensation. For example, where extended health insurance premiums are paid for by the employer, the living rate is calculated in this manner:

- 100% Employer paid health premiums: \$ 1.07
- plus Hourly pay: \$14.35
- **equals Living wage rate \$15.42**

## Notes on employer provided benefits

### Non-OHIP health insurance.

The living wage calculation assumes that employees purchase their own extended health insurance to cover dental, vision, prescriptions, etc. Employer provided extended health benefits offsets the cost of the premiums.

### Life and Critical Illness.

The living wage calculation includes the purchase of Life and Long-term disability insurance. When this is provided by employers, it is a taxable benefit.

### Transit pass.

Transportation expenses in the living wage calculation include the purchase of bus tickets. An employer paid monthly bus pass reduces that expense.

### Education

The living wage calculation includes ongoing education and training in the form of one College-level course per year for each adult. Where an employer provides education and training, the parent education expense is reduced.

### Bank fees

Where bank fees are covered by an employer, that expense is reduced in the living wage calculation.