



POLICY

Subject Area:	Human Resources	Policy #	9.37
Policy Title:	Living Wage		
Authority:	Legislative <input checked="" type="checkbox"/>	Effective Date:	2016-04-25
	Administrative <input type="checkbox"/>	Review Date:	2021-04
Issued By:	Steve Traviss Director of Human Resources	Human Resources Department	Issue Date: 2016-04-26 Distributed By: Email to All Employees

PURPOSE:

The purpose of the City of Port Coquitlam’s Living Wage Policy is to ensure that all City staff and service providers to the City who work on City premises for a specified period of time earn, at a minimum, a living wage.

DEFINITIONS:

City refers to the City of Port Coquitlam.

Declaration is a document signed by a service provider confirming their compliance in paying a living wage to their employees covered under this Policy.

Employees are all Union and Exempt staff employed by the City in either a full-time, part-time or casual capacity.

Living Wage is the hourly wage a worker needs to earn to cover their family’s basic expenses within their community. The living wage is re-calculated annually to ensure that it accurately reflects changing living expenses.

POLICY:

The City will implement this Living Wage Policy effective January 1, 2017. 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.

This Policy will encompass all City employees, service providers and sub-contractor employees with the following exclusions:

- Students seeking work experience credits for educational purposes; and
- Volunteers.

The City, 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 City’s Collective Agreements with its Unions.

The City 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 City premises;
- Work must last longer than one continuous hour per occasion; and
- The total annual value of the service contract must be greater than \$25,000.

The City 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 City. 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 City 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 City.

The City will enforce the Policy by performing audits of its Service Providers and Sub-contractors when notification of non-compliance is received by the City. These audits may take the form of a review of paystubs issued by the vendor under review or any other means pertinent to arriving at a determination.

Non-compliance may result in the cancelation of the Contract at the discretion of the City.

Responsibility:

The Human Resources Department in conjunction with the Finance Department will ensure the Living Wage policy is followed for employees and contractors.

END OF POLICY

Record of Amendments:

Policy	Issue date	Reviewed	Replaced	Re-issue Date
---------------	-------------------	-----------------	-----------------	----------------------