

Living Wage Policy

Employees and Contract Instructors

SOURCE:	City of Burnaby Human Resources Department
APPROVED BY:	City Manager
EFFECTIVE DATE:	October 1, 2019

Purpose

The purpose of the City of Burnaby's Living Wage Policy for Employees and Contract Instructors is to ensure that all Employees and Contract Instructors of the City earn, at a minimum, a Living Wage.

Definition

City refers to the City of Burnaby.

Employees are all Union and Exempt staff employed by the City in either a full-time, part-time or auxiliary 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 inclusive of the value of non-mandatory benefits 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; and
- Avoid the chronic stress of living in poverty.

The Living Wage (hourly rate plus non-mandatory benefits) is calculated annually in accordance with the Living Wage Campaign for Families methodology.

Policy is the Living Wage Policy.

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Implementation

The City will implement this Living Wage Policy effective 2019 October 01 for Employees and Contract Instructors.

The Living Wage will be calculated annually by the end of April based on the methodology developed by the Living Wage for Families Campaign and notice will be provided to staff affected by any changes.

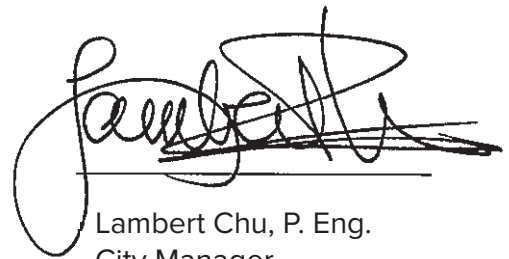
Implementation will also be subject to the terms and conditions agreed to in the Letter of Understanding between the City and CUPE Local 23, including provisions with respect to retroactivity.

This policy will encompass all City Employees and Contract Instructors, with the following exclusions:

- Volunteers
- Students seeking work experience for education purposes

Responsibility

The Living Wage Policy for Employees and Contract Instructors will be reviewed on an annual basis by the Human Resources Department.



Lambert Chu, P. Eng.
City Manager

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