Wage Enhancement Program provided by the BC Government and administered through Sunshine Group Day Care Centres INC:

“Organizations must ensure that all eligible ECE employees for whom they will be submitting either Monthly ECE Reports or a Retroactive Period Report sign a written acknowledgement which confirms their knowledge, consent, and authorization to the organization collecting and disclosing to the Ministry personal information and other information which will be used for the administration, ongoing planning, evaluation, and auditing of the ECE-WE.

Organizations will be required to keep each eligible ECE’s signed written acknowledgement on file in accordance with record retention obligations outlined in the CCOF Agreement and provide a copy to the Ministry, upon request.

Confirming Front-line ECE Certification Organizations are responsible for confirming that all staff employed as Early Childhood Educators (ECE) hold valid certification issued by the BC Early Childhood Educator Registry.

Payment to Eligible ECEs Organizations will be required to distribute wage enhancement payments to ECE employees within 30 days after receiving the funding from the Ministry². However, there may be cases when an organization receives the wage enhancement funding for an ECE employee who is on an approved leave, such as a parental leave. If the organization wishes to distribute the wage enhancement payment to that particular ECE Employee later than 30 days after the organization has received the funds, then the organization will first request the Ministry’s consent to the proposed delay. The Ministry will then determine at its discretion whether to permit the requested delay, taking into consideration the circumstances of the situation. In no case will the delay in distribution of funding be permitted beyond the expiry date of the CCOF agreement.

Providing Information to ECEs Organizations should take measures to ensure they make their eligible front-line ECEs aware the ECE-WE is a discretionary payment made by the Ministry, rather than an ongoing wage increase provided by their employer and that it is subject to decrease/increase or discontinuance at the Ministry’s sole discretion. As such, approved organizations should clearly indicate the ECE-WE funding is being provided as a separate amount from their regular wage or salary. The Ministry recommends organizations either input the ECE-WE as a separate line on eligible employee pay stubs, or issue as a separate payment labeled “Provincial Child Care ECE Wage Enhancement [Month]”. Organizations may include an ECE-WE payment amount monthly or on each paycheque, in order for front-line ECE employees to be able to easily reconcile their ECE-WE payments against their hours worked.

Use of ECE-WE Funding The ECE-WE may not be used to replace wages that would normally be paid to an ECE by their employer facility, nor may it be used to replace scheduled increases. The ECE-WE funding must be distributed over and above the regular hourly wage of the ECE Employee.

Organizations must use the ECE-WE funding to: » Enhance the regular wage and statutory benefits of eligible front-line ECEs; and » Pay eligible front-line ECEs for hours worked, up to the maximum allowable 195 hours per month.

Organizations must NOT use the ECE-WE funding to: » Lessen the wage rate paid to front-line ECEs; » Replace the planned wage increases by the organization/facility that would generally be customary and that ECE staff would reasonably expect; or » Pay employees for days/hours of sick leave, parental leave, or other paid leave of absence, other than earned vacation time as permitted and set out in these Funding Guidelines

Funding and Payments:

ECE-WE funding has two components: 1. A one-time only retroactive payment to be issued in early 2019 in recognition of hours worked between September 1 and December 31, 2018; and 2. An ongoing, monthly payment through the facility’s CCOF contract for eligible hours worked in the previous month.

Payment Frequency The Ministry will start payments to eligible facilities in early 2019, subject to application dates and processing times, including any eligible retroactive payment for hours worked between September 1 and December 31, 2018. Payments will be distributed on an ongoing monthly basis (e.g. payment for hours worked in January 2019 will be provided in February 2019); however, organizations will need to re-enrol for CCOF funding each year in order to remain eligible for the ECE-WE.

Funding Amounts The ECE-WE will provide a wage increase to eligible front-line ECEs of $1.00 per hour worked plus 17.8 cents on every dollar for statutory benefits up to a maximum of 195 hours per month per ECE (including any overtime hours worked), increasing to $2.00 per hour worked (plus funding for statutory benefits) effective April 1, 2020. Organizations will need to renew their CCOF funding agreements with the Province on an annual basis in order to continue receiving the ECE-WE.

Statutory Benefits Funding The Ministry is funding an additional 17.8% on each ECE-WE dollar paid for mandatory benefits, which includes five categories, as detailed in Table 2.

Calculations of payroll costs and benefits are to be made using the total salary amount: (Wage + ECE-WE). As a result, costs such as the employer’s CPP and EI contributions, Workers’ Compensation Insurance through WorkSafeBC, and the calculation of vacation and statutory holiday pay will be higher. The 17.8% funding is to offset these extra costs. Other changes to Employer-paid, but nonStatutory Benefits, such as extended health, dental and sick days etc., are not covered through the ECE-WE.

Note: The organization and/or facility may have a benefit surplus if the workplace insurance is at a lower rate than Workers’ Compensation Insurance. Organizations/facilities must use any remaining benefit funding for salaries or to fund additional benefit expenses, additional vacation/statutory holidays, etc.

TABLE 2: 2019 STATUTORY BENEFITS FUNDING

Employer Contributions

Benefits payable by Employer to eligible ECE Employees

Note: this portion of the benefit funding covers the Employer’s costs. It is not to be distributed as payment to front-line ECE staff. Employers are to include the ECE-WE in taxable gross pay when calculating the following benefits:

Note: this portion of the benefit funding is payable to eligible ECE Employees. Employers are to pay ECE staff at a rate that includes the ECE-WE when calculating and paying the following benefits:

CPP (Canada Pension Plan), funded at 5.10% for the Employer contribution portion

Vacation Pay, funded at 5% of gross pay

EI (Employment Insurance), funded at 2.27% for the Employer contribution, which is 1.4 times the employee contribution

Statutory Holiday Pay, funded at 4%, representing the following 10 days: New Year’s Day, Family Day, Good Friday, Victoria Day, Canada Day, BC Day, Labour Day, Thanksgiving Day, Remembrance Day and Christmas Day

Workers’ Compensation Insurance through WorkSafeBC funded at 1.41%. Workers Compensation Insurance is option for certain Employers. Employers who do not pay Workers’ Compensation Insurance may reimburse their workplace insurance costs.

ECE Wage Enhancement - Funding Guidelines | Page 23

Important Note: The CPP/EI and WorkSafeBC rates reflected in Table 2 are based on the January 2019 rates

Income Tax Deductions / Statutory Benefits Implications / Leaves of Absence The ECE-WE is considered income and therefore all statutory deductions apply. Separate accounting is not required.

ECE-WE funding to front-line ECE Employees is subject to standard deductions for income tax and Statutory Benefits (see Appendix A; Definitions). The ECE-WE is paid for hours worked in the approved facility; therefore, hours of sick time and unpaid leave, as well as paid leave such as parental leave and long-term disability leave, are not eligible for the ECE-WE. Hours paid by the employer where the ECE is engaged in professional development and/or attendance at union meetings, are also eligible for the ECE-WE.

Reporting Requirements and Process

Once approved in the ECE-WE, organizations will be required to report on an ongoing basis to confirm the number of front-line ECEs working directly with enrolled children at each approved facility, as well as the number of hours worked by each ECE in the approved facility.

For the Retroactive Period, the Ministry has provided organizations with an ECE-WE Retroactive Period Tracking Tool to assist in recording and reporting staff hours worked at each approved facility between September 1, 2018 and December 31, 2018. The ECE-WE Monthly Tracking Form is provided for hours worked January 1, 2019 forward.

Both the ECE-WE Retroactive Form and the ECE-WE Monthly Tracking form collect the following information:

 » Facility Name: » CCOF Organization ID # » CCOF Facility ID # » ECE Name » ECE Registration # » ECE Certificate Expiry Date » Current hourly wage, or if salaried, estimated hourly wage » Total number of hours worked in the approved facility (including overtime) » Such other information as the Province may require for the administration, ongoing, planning, evaluation, and auditing of the ECE-WE.

Ongoing Monthly Reporting Requirements and Timelines Claims for the ECE-WE are based on actual monthly hours worked so must be submitted after staff hours/days have been worked, and are to be reported monthly. A facility may submit a claim after the last day of the applicable month and by the 15th of the immediate following month (e.g. for payment for February 2019, reported hours must be submitted by March 15, 2019). Organizations will not be required to pay eligible ECEs the ECE-WE funding in advance of receiving the funding from the Ministry.

Reporting Guidelines All hours worked by eligible front-line ECE staff in eligible facilities are to be tracked and recorded. The following guidelines will assist organizations in tracking hours worked at each eligible facility:

 » For the Retroactive Period, facilities should track staff hours for all eligible ECE staff, including on-call/casual/part time staff, which are in their employ during the Retroactive Period.

 » Facilities will only be required to report staff hours for current employees (e.g. employed by the organization as of January 15, 2019), including employees that worked during the Retroactive Period and have subsequently gone on approved leave (e.g. parental leave, etc.) as of January 15, 2019.

 » Employees on approved leave from their employer (e.g. parental leave, disability, etc.) who leave on or before January 15, 2019 and who worked hours during the retroactive period are eligible to receive the retroactive payment for those hours worked. » If the ECE is no longer employed by the organization on January 15, 2019, they are not eligible to receive a retroactive payment for hours worked during the retroactive period.

 » Beginning January 2019, for ongoing reporting, organizations should track and report staff hours at each eligible facility for all eligible ECE staff that worked any hours in the reporting period (e.g. each month), including on-call/casual/part-time ECE staff.

For both the retroactive period and from January 2019 onwards:

» Hours of sick time and unpaid leave, as well as paid leave such as parental leave and long-term disability leave, are not eligible for the ECE-WE (including during the retroactive period) and should not be reported as hours worked.

» Hours paid by the employer where the ECE is engaged in professional development and/or in attendance at union meetings are eligible for the ECE-WE.

 » Statutory holidays should not be reported as these hours will already be compensated through the 17.8% provided to offset mandatory Statutory Benefits.

 » Monthly hours worked by eligible ECEs must be documented on staff attendance records and retained by the employer facilities participating in the ECE-WE for verification and audit purposes for such period as may be determined under the ECE-WE contract provisions.

» While earned vacation time is eligible for the ECE-WE, it should not be tracked and reported on the form if the employee is not at work for those hours. Depending on the practice in each facility, the ECE-WE will be applied to vacation time in one of the following two ways: 1. Organizations may pay employees a percentage of their gross wages instead of paid vacation leave. In this case, report all hours worked as usual. The WE will be paid based on these hours worked, and a portion of the 17.8% additional funding provided to the facility will cover the cost of additional vacation pay to these employees. 2. Organizations may give employees vacation as time off with full pay. In this case, do not claim hours on reports for the time eligible employees are away on paid vacation. Rather, only claim hours for time actually worked. The ECE-WE funding for this vacation time is included in the additional Statutory Benefits Funding paid to your facility. The Employer will use that portion of the 17.8% additional Statutory Benefits Funding to provide the employee the ECE-WE for the hours they are on paid vacation. This way, eligible employees do not receive a lower pay rate when they take earned paid vacation leave.

-excerpts from the ECE Wage Enhancement Agreement.

» ECE Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 » ECE Registration #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

» ECE Certificate Expiry Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to the above terms set out by the BC Government and yes I would like to participate in this program. All required personal information may be disclosed, to fulfill this programs requirements, to the BC Government.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_