



2018 Wage Enhancement Allocation Tip Sheet

This tip sheet is designed to assist you with the allocation of the Wage Enhancement Grant at your agency.

Calculation

Before you start determining wage enhancement allocations for you staff, it is important that you have the following information available:

Application

- A copy of your Application for Provincial Wage Enhancement Funding (2018).

Approval Letter

- A copy of your Wage Enhancement Allocation Letter from Children's Services, detailing the total approved amount of wage enhancement for your agency.

Positions

- A list of the positions at your centre/site that are eligible for Wage Enhancement. Operators have the flexibility to fund their current year's eligible positions, even if the position did not exist in 2017. However, priority must be given to positions that existed in 2017.

Hours Worked

- The number of hours worked by eligible staff in 2018. This includes:
 - Time spent in program during hours of operation;
 - Prep time or planning time during hours of operation;
 - Case conferences during hours of operation; and
 - Any other meetings/commitments where staff are still required to be on-site to maintain ratios during hours of operation.

- Operators have the flexibility to pay wage enhancement for the below list. The Supplemental Grant may be used to cover these hours. Payment of these hours is up to the discretion of individual operators; however, operators must be consistent in the payment of wage enhancement to staff for these hours (i.e., all staff are paid for professional development hours).
 - Vacation time;
 - Sick time;
 - Closure days (e.g., extreme weather);
 - Training;
 - Professional development;
 - Off-site meetings or functions; and
 - After-hours meetings or functions.

Wages

- Hourly wage for each position.

Mandatory Benefits

- The rates for mandatory benefits provided to employees at your agency, including:
 - o CPP (Canada Pension Plan);
 - o EI (Employment Insurance);
 - o WSIB (Workers Safety and Insurance Board);
 - o EHT (Employer Health Tax);
 - o Vacation Pay; and
 - o Public Holiday Pay.

Payment

Operators are responsible for distributing wage enhancement to child care staff at their organization. Wage enhancement must be paid to staff on each pay cheque for the remainder of the year. For new operators/sites that were not in receipt of 2017 rollover of wage enhancement funding beginning in January 2018, a retroactive

payment must be made to staff to cover the hours worked from January 1, 2018 to when the first payment is received from the Region.

Operators must clearly indicate to child care staff the portion of funding that is being provided through wage enhancement. It must be labeled on a pay cheque, insert, or other document as: **“Provincial child care wage enhancement”**.

If staff have left your centre in 2018, effort must be made to contact them and distribute wage enhancement funding for hours worked.

Reconciliation

Operators must track the amount of wage enhancement allocated to staff in 2018, for both the salary component and mandatory benefit component. Once all statutory benefits requirements are met (including up to 2 weeks of vacation and 9 statutory days), any remaining funding within the mandatory benefit component can be used to fund other benefit expenses paid by the employer on behalf of the employee.

Additionally, any residual benefits funding can be used to support wage enhancement salaries per the above allowable expenses. However, this is one-way funding flexibility only; salary funding **cannot** be used for benefits.

Within each component itself, surpluses and deficits can offset each other. For example, a surplus in Fully Eligible RECE salary component can be used to offset a deficit in Partially Eligible Supervisor salary component.

Questions

For more information about the Wage Enhancement allocation process please contact: chsfunding@regionofwaterloo.ca.