LIVING WAGE POLICY

<Organization Name> values its staff, and wants them to be able to participate in society by paying them a living wage as determined by the organization, at minimum. The purpose of this policy is to outline steps <Organization Name> will take to support this goal.

POLICY

<Organization Name>: organization wishes to become a certified living wage employer as defined by the organization. This means we are committed to raising the price floor of employee salaries in line with the living wage.

These changes in the wages are not connected to the performance of employees, but rather adjustments that will be made uniformly to ensure all employees receive a living wage.

In accordance with the Living Wage Rates of Ontario, eligible employees of <Organization Name> are to see changes in their salaries effective [insert date]. Wage adjustments will be made as follows:

* <Organization Name> employees whose salaries are at the bottom are eligible for the new wage rates. The changes will depend on the position of the employee in the company.
* An employee whose salary is at the top of the salary range may not be given a raise that would cause the base salary to exceed the top of the range for that position.
* The proposed salary amendments are subject to HR approval.
* Increases will be capped at the maximum of the pay range and are subject to management review and approval, as well as the department budget and Human Resources.

Employees who have questions regarding this policy, are asked to bring them forward to management.