



# Procedure

## Living Wage for City of Edmonton Employees and Employees of Contracted Services

This procedure falls under City Policy C612A *Living Wage for City of Edmonton Employees and Employees of Contracted Services*

<b>Program Impacted</b>	Employee Experience & Safety  <i>The City of Edmonton's staff are safe and supported to achieve their aspirations and deliver excellent services.</i>
<b>Approved By</b>	Deputy City Manager, Employee Services
<b>Date of Approval</b>	January 24, 2023
<b>Approval History</b>	N/A
<b>Next Scheduled Review</b>	January 24, 2026

The purpose of this procedure is to outline the administrative process to review and recommend wage adjustments based on the analysis of the Edmonton Living Wage published annually by the Alberta Living Wage Network.

### Application

- The application of the living wage will encompass all City of Edmonton employees reporting to the City Manager and employees of City contracted services for all departments reporting to the City Manager whose staff perform contracted duties on behalf of the City, with the following exclusions:
  - Students seeking work experience credits for educational purposes; and
  - Volunteers
- Any additional exclusions are reviewed annually depending on any criteria change by the Alberta Living Wage Network.
- The Alberta Living Wage Network periodically updates the definition and subsequent calculation of living wage rate; the Employee Services, Compensation and Classification section will review the published definition of living wage each year to determine its relevance and application for City of Edmonton employees.

## **Requirements**

- The Employee Services, Compensation and Classification section obtains the living wage for the Edmonton region annually, through the Alberta Living Wage Network, and conducts an independent review of the methodology and calculation of living wage.
  - The City of Edmonton's existing hourly pay rates are analyzed against the published living wage.
  - The Compensation and Classification section works with the Alberta Living Wage Network Coordinator to obtain a customized living wage rate for the City of Edmonton employees that takes into account the City provided benefits and any other corporate discounts provided to employees.

## **Approvals and Implementation**

- Results of the review, analysis and implementation are presented to the Executive Leadership Team (ELT) along with recommendations for any wage adjustments on current rates of pay for employees.
- Adjustments for unionized employees will be subject to an agreement with the appropriate union prior to implementation.
- Compensation and Classification section communicates to Corporate Procurement and Supply Services Branch (CPSS) the Edmonton region living wage rate to action, as appropriate, based on existing contracted services to maintain hourly rates at or above the living wage rate.