

# Summary Presentation: Implementation of Wage Grid

.....

Early Learning and Child Care Division  
**Webinar:** July 15, 2022



# Purpose

- Purpose of today's webinar is to discuss common themes and questions from previous webinars for boards and directors.

## **Common themes include:**

- Timelines for future Action Plans and wage increases
- Ongoing operating grant support
- Timelines for reaching target wages
- Positions not listed on the Wage Grid
- Compensation for staff with many years of service
- Other costs related to staff compensation
- Staff under Inclusion Support Program
- Salary scale development
- Next Steps

# Future Action Plans and Wage Increases

- The Wage Grid in Manitoba's first two-year Action Plan is the first step towards increasing sector wages.
- The second Action Plan will be negotiated and developed for 2023/2024.
- This is an advantage as it provides the opportunity and flexibility to make modifications and build on this current Wage Grid.
- Changes to the Wage Grid will be informed by consultations with the ELCC sector and feedback provided by the Minister's Consultation Table and sub-committees, and other stakeholder groups.

# Ongoing Operating Grants

- The Canada-Wide ELCC Agreement continues through 2026. Canada has not indicated an end-date for federal funding.

Fiscal year	Estimated amount to be paid to Manitoba* (subject to annual adjustment)
2021 to 2022	\$129,314,235
2022 to 2023	\$197,356,654
2023 to 2024	\$244,395,815
2024 to 2025	\$287,259,304
2025 to 2026	\$342,349,858

- Manitoba has embedded the increased grant rates in the Child Care Regulations
- The current increase to the operating grant rates provides sufficient funds to pay staff target wages on the Wage Grid.

# Wage Grid Development

- The aim of the initial Wage Grid is to bring greater fairness and equity to wages within facilities as well as throughout the province.
- The focus of this Wage Grid is to bring the lowest wages up:
  - An individual employee's wage must be the same or more than the starting point hourly wage for their position and classification.
  - The target wage is the average wage for that position and classification.

# Positions not on the Wage Grid

- Centres that use different terminology:
  - Boards were encouraged to review the facility's position descriptions, responsibilities and classifications.
  - Connect with the child care coordinator for assistance to line up the facility's job titles with the wage grid positions based on the responsibilities of an assistant director versus a supervisor versus a director.
- Substitutes and support staff
  - Wages for all regular employees should meet the starting wages on the wage grid, at minimum.

# Positions not on the Wage Grid

- Individuals hired under summer grant programs do not need to be paid based on the wage grid as these are not regular employees and are time-limited positions.
- Summer grant staff should be paid at wage rates based on your approved application:
  - Facility's are not required to provide retroactive pay for the period of the summer grant.
  - If they become a regular employee, they would be placed on your wage scale and receive retroactive pay as of the date they became a regular employee.

# Wage for Long-Term Staff and Other Staff Costs

- Boards are able to recognize long-term staff by placing them at a higher step or increment on the facility's salary scale related to the position and classification.
- The increased operating funding may be used to support other salary related costs that have increased due to higher wages, such as Employment Insurance, Canada Pension Plan, Workers Compensation and benefits.
- Employers' pension plan contributions continue to be funded separately under the Pension Plan Contribution: Reimbursement Application program.



# Inclusion Support Program (ISP)

- Facilities do not need to submit a new ISP staffing grant applications to increase hourly rates for staff hired through the staffing grant.
  - Approved grant amounts are being adjusted by the ELCC division for staff whose wage is less than \$16.05.
  - For the June 26 to July 23 reporting period, facilities are able to claim \$16.05 for staff hired under the staffing grant effective July 1, 2022.
  - Board may consider providing staff hired under the enhanced staffing grant their approved higher wage at the same time that all new wages are implemented. This may include providing similar retroactive pay back to July 1, 2022.

# Implementation Timelines

- Boards of directors may require time to review and implement the Wage Grid.
- When the board rolls out new wage scales, the expectation is that they provide retroactive pay back to July 1, 2022.
- Boards were encouraged to develop a communication plan to inform the staff about the Wage Grid implementation.

# Reporting Requirements

- Clarification was provided about the following reporting requirements:
  - Facilities with do not need to submit an adjusted budget or supplemental budget form.
  - Compliance will be based on future annual financial statements and budget submissions provided after July 1, 2022 that demonstrate additional grant revenue is being used to increase wages.
- You are encouraged to share your draft budget tools with your board so they can enter different salaries for employees to determine what can be supported within your facility's budget.
  - A tool kit is being developed for Boards and an Excel operating grant template based on a Child Care Online budget submission will be included.

# Development of the Wage Grid

The Wage Grid was developed taking into consideration:

- The range of wages currently offered in the ELCC sector.
- Potential increases to the provincial minimum wage.
- Comparable wages paid in the public service requiring similar qualifications, specifically the LS series used for educational assistants and the HS series for health and social services positions.

<b>Positions in the ELCC Division requiring similar qualifications</b>		
<b>Position</b>	<b>Starting Hourly Wage</b>	<b>Mid-range Hourly Wage</b>
<b>Child Care Coordinator</b>	\$26.87	\$30.99
<b>Child Development Worker</b>	\$24.62	\$27.28
<b>Licensing Supervisor</b>	<b>\$34.22</b>	<b>\$39.78</b>

# Salary Scale Development

- Facility's that pay wages that already meet the starting points on the wage grid
  - Higher wages for different positions and classifications may be paid if it can be accommodated within the facility's operating budget.
- Timeline for reaching target wages
  - This will vary by facility, but the target is for the average wages is to be achieved within the next two years.
  - All submitted reports – budget and annual financial statements - will be reviewed and compared to submissions to prior years.
  - The operating increase will be sufficient to get your staff to the target wages.
  - If after the review there are questions about a facilities progress the Board Chair will be contacted to set up a further meeting.

# Salary Scale Development

- A reduction in wages for individual employees is not the intention of the Wage Grid.
  - If an employee's wage is considerably higher for their position and classification compared to wages on the grid and/or the facility's revised salary scale, boards can make a plan about how to bring those wages into line.
  - In the public sector, an employee may be red-circled, meaning that an employee's salary does not increase further until the salary scale for that position and classification catches up.

# Scaling or Increments

- Public service collective agreement provides an example and has increases of 3.5% between steps/increments.
- Wage scale for each position type usually has 5 to 7 steps to recognize experience and years of service.
  - Once an employee reaches the top step/increment, they remain at that wage until the levels on the wage scale are increased.
- Upcoming screens have scaling examples using the Wage Grid starting points as Level 1 and the target as a middle level for different positions.

# Scaling Examples

<b>ECE II Floor Staff</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
<b>Annual (40 hour week)</b>	\$43,472	\$44,366	\$46,363	\$47,819	\$49,441
<b>Hourly Wage</b>	\$20.90	\$21.33	\$22.29	\$22.99	\$23.77

<b>ECE II Supervisor</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
<b>Annual (40 hour week)</b>	\$48,505	\$50,252	\$52,000	\$53,747	\$55,640
<b>Hourly Wage</b>	\$23.32	\$24.16	\$25.00	\$25.84	\$26.75



# Scaling Examples

<b>ECE II Assistant Director</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
<b>Annual (40 hour week)</b>	\$51,022	\$52,811	\$54,704	\$56,210	\$58,697	\$60,840
<b>Hourly Wage</b>	\$24.53	\$25.39	\$26.30	\$27.20	\$28.22	\$29.25

<b>ECE II Director (Small centre)</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
<b>Annual (40 hour week)</b>	\$53,123	\$55,099	\$56,992	\$59,716	\$61,984	\$64,251
<b>Hourly Wage</b>	\$25.58	\$26.49	\$27.40	\$28.71	\$29.80	\$30.89

# Scaling Example

<b>ECE III Director (Small centre)</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
<b>Annual (40 hour week)</b>	\$56,721	\$58,780	\$60,798	\$63,065	\$65,332	\$67,683
<b>Hourly Wage</b>	\$27.27	\$28.26	\$29.23	\$30.32	\$31.41	\$32.54

# Board of Directors

- Boards were reminded:
  - they are the legal entity of a non-profit child care centre.
  - responsible and accountable for decision-making related to the centre's business, programming, staffing and finances.
- Boards were advised that directors may assist in establishing a facility's salary scale by providing information and support to make administrative decisions.

# Board Responsibilities

- Boards were advised of the following when determining their salary scale:
  - Review position descriptions, responsibilities and classifications.
  - Compare facility's current salary scale to the Wage Grid chart.
  - Revise the facility's salary scale that can be supported with revenue from operating funding and parent fees.
  - Identify individual staff whose wage rates require adjustments based on their position and classification.
    - Review/revise the facility's budget with the increased staffing costs and operating grant revenue.
    - According to the facility's bylaws, policies and procedures, review and approve revised salary scale and budget
    - Develop a communication plan.
    - Ensure staff are paid retroactive to July 1, 2022.

# Board Governance Training

Boards were reminded that for more information about board responsibilities, the Manitoba Child Care Association offers:

- *The Basics of Effective Board Governance: An Online Board Orientation Resource for Early Learning & Child Care Centres*
- *How to Run an Effective Annual General Meeting and How to Run an Effective Board Meeting*
- Through funding under the Canada-Manitoba ELCC Agreement:
  - These resources are now available in French.
  - Continues to be available at no cost for boards of directors and management of non-profit centres in Manitoba.

# Additional Resources for Boards

- Encourage board members to visit the ELCC website at [Province of Manitoba | education - Home Page \(gov.mb.ca\)](http://www.gov.mb.ca/education) to access *The Roles, Responsibilities and Functions of a Board - A Board Development Guide*.
- It includes valuable information including:
  - Resources on various topics such as the *Establishing By-Laws, Role of the Board* and *Board/Executive Director Relations*
  - Worksheets such as *Board and Staff – Who Does What?* and *Board Member Checklist*

# Next Steps

- The 2022/23 Wage Grid is the first step to moving forward with the development of a more comprehensive grid containing a full wage scale through future Action Plans.
- Additional webinars will be held in September for board members and staff who were not able to attend the sessions held in June and July.
- Boards requested that future communication through circulars be shared with them directly to inform future business and programming decisions.
- Please update all information for your Board of Directors on Child Care Online, including personal email addresses for the Board Chair and other members.

# Questions and Answers

- To learn more about ELCC initiatives and Manitoba's action plans under the agreements with Canada, visit: [www.manitoba.ca/education/childcare/actionplan.html](http://www.manitoba.ca/education/childcare/actionplan.html).
- *For The Roles, Responsibilities and Functions of a Board - A Board Development Guide*, visit [Province of Manitoba | education - Home Page \(gov.mb.ca\)](http://Province of Manitoba | education - Home Page (gov.mb.ca)).
- *For The Basics of Effective Board Governance*, visit: <https://mccahouse.org/board-governance-2/>.
- For questions following the webinar, please submit them to Child Care Information Services at [cdcinfo@gov.mb.ca](mailto:cdcinfo@gov.mb.ca).