

Please use this sample memo as a guide for your own communication to staff letter on your company letterhead.

Memorandum

TO: All Staff

FROM: *Name, title, child care centre name and site*

DATE: Friday, June 28, 2019

RE: **York Region 2019 Wage Enhancement Funding**

Dear staff,

The Ministry of Education is continuing the Wage Enhancement Funding for 2019 to provide up to \$2 per hour to eligible positions working in licensed child care and up to \$20 per day to eligible licensed home child care providers.

Child care operators/agencies in York Region were required to apply for 2019 funding during the application period of **June 28 to July 31, 2019**. Operators/agencies were required to provide details regarding the staffing of positions in 2018 on the 2019 Wage Enhancement Funding Application Form. This information determined the 2019 funding allocations that, if approved, would be paid to the operator/agency

Operators/agencies are responsible for distributing the approved funding to staff in eligible positions between **January 1, 2019 and December 31, 2019** on a regular payment cycle.

York Region continued to issue payments of 2019 Wage Enhancement Funding based on the 2018 wage enhancement application. Budgets were amended as necessary once the 2019 application was reviewed and approved.

Please note that:

- Your base wage will remain the same
- Pay equity and General Operating Grant will remain the same
- Wage Enhancement Funding will be paid based on hours worked
- Wage Enhancement Funding will show as a separate line item on your paystub, or a separate payment

Since Wage Enhancement Funding is paid to staff supporting child ratios, you will only receive this funding for hours worked while in-program. If you are on vacation or sick, the supply/coverage person would receive the funding payment for that time worked. You will still receive up to two weeks' vacation pay benefits through the Wage Enhancement Funding mandatory benefits entitlement.

Approved operators and agencies are required to pay the funds to eligible employees. The operator or agency must follow some requirements, such as:

- Operators/agencies must report back to York Region each year on how the funding was issued to the eligible staff in approved eligible positions
- Operators/agencies are not permitted to use the funding for any program costs
- Wage Enhancement funding must be paid to eligible staff in addition to their regular wage
- Wage Enhancement funding must be listed as a separate line on the paystubs, or a separate payment identified as Wage Enhancement Funding
- If the funding received by the operator/agency in 2019 is fully spent before the end of the year, the operator/agency is not responsible to supplement the additional funds needed

More information about the Wage Enhancement Funding is available on york.ca/childcareoperators

If staff have any questions about the Wage Enhancement Funding, please read the Frequently Asked Questions for Staff document or contact Candice Trotter, Supervisor, Child Care Services, York Region at 1-877-464-9675 ext. 72174 or candice.trotter@york.ca.

Sincerely,

Name, Title