

EARLY LEARNING AND CHILD CARE CIRCULAR

Date: May 12, 2023

CIRCULAR NUMBER: ELCC-2023-04

To: All licensed child care centres and nursery schools

Subject: Wage Grid Supplement to Operating Grant and 2023/24 ELCC Wage Grid

Effective Date: July 1, 2023

Type:	<input type="checkbox"/> Policy	<input type="checkbox"/> All Facilities	<input checked="" type="checkbox"/> Action Required
	<input type="checkbox"/> Procedure	<input checked="" type="checkbox"/> Centres	<input type="checkbox"/> Information Only
	<input type="checkbox"/> Licensing	<input checked="" type="checkbox"/> Nursery Schools	
	<input checked="" type="checkbox"/> Financial	<input type="checkbox"/> Family/Group Homes	
	<input type="checkbox"/> Subsidy		

This circular is being sent to advise all centres and nursery schools about a Wage Grid Supplement being applied as an increase to the operating grant rates effective July 1, 2023 and the next steps for implementing the 2023/24 Early Learning and Child Care (ELCC) Wage Grid (see Appendix A).

Improving Quality

Qualified, skilled and appropriately compensated early childhood educators (ECEs) are essential in the delivery of high-quality ELCC services. The Manitoba government is committed to improving quality and supporting the recruitment, retention and growth of the ELCC workforce, including implementing and building on the Wage Grid for the non-profit ELCC sector.

ELCC Wage Grid Overview

In July 2022, Manitoba released an initial ELCC Wage Grid with the aim of developing equitable and common wages across the province for each employee classification and position as outlined in Manitoba’s Action Plan under the Canada-Manitoba Canada-Wide ELCC Agreement. To enhance wages further, effective July 1, 2023 the *Starting Point* wages on the Wage Grid will be increased, and funded facilities will receive an increase to the Wage Grid Supplement in the operating grants to support implementation of increased wages. This increase will allow for all centre employees to get closer to the previously identified *Target* wage enhancing consistency of salaries amongst the sector.

The Wage Grid provides guidance to the non-profit ELCC sector in developing equitable and competitive salary scales across employee positions/classifications. As facilities operate as independent businesses, their boards of directors are responsible for establishing wages.

The Wage Grid is intended to support facilities to increase wages for staff within their own levels and steps for each position/classification on a facility’s salary scale. This approach preserves the authority of boards while ensuring consistent and better wages are provided to the ELCC workforce. The levels and steps should not fall below the *Starting Point* wage and over the next year, should support employees being paid on average, at or above the *Target* wage.

Wage Grid Supplement to Operating Grant

To provide on-going financial support for the 2023/24 ELCC Wage Grid in non-profit centres and nursery schools, operating grant rates will increase effective July 1, 2023, as outlined below:

Maximum Annual Operating Grant Rates for Centres and Nursery Schools Annual Amount per Approved Funded Space					
Space Type	Infant	Preschool	Nursery School (1 to 5 sessions per week)	Nursery School for each additional session up to 10 per week)	School Age
Effective July 1, 2023	\$14,997	\$5,991	\$1,753	\$351	\$2,629
Increase from July 1, 2022 Rates	\$1,321	\$660	\$258	\$52	\$352

Unit Funding Model

Operating grant increases for centres are based on the unit funding model, which was designed to help centres generate equitable and sufficient revenue to cover operating costs, including salaries. For additional information about the calculations, see *Wage Grid Supplement Increase to Operating Grant and 2023/24 Wage Grid - Frequently Asked Questions*.

Next steps for Boards of Directors

As the employer, the board of directors is responsible for the development of the facility's salary scale for employees, from frontline staff to directors.

The 2023/24 ELCC Wage Grid provides a new *Starting Point* for the lowest hourly wage an employee of that position/classification should receive in a funded facility. The *Target* provides average wages for each position/classification, which facilities should be working towards by July 2024.

To implement the Wage Grid increase, boards of directors should:

- Review position descriptions, roles and responsibilities to account for and include positions not specified on the ELCC Wage Grid, e.g. Administrative Roles.
- Review and compare your facility's current salary scale to the hourly wages listed in hourly wage columns titled *Starting Point* and *Target* in 2023/24 Wage Grid.
- Review the increased Wage Grid Supplement being provided as part of the Operating Grant effective July 1, 2023 to confirm the increased amount of funding that is to be applied to increasing wages in your facility.
- Adjust your salary scale accordingly.
- Adjust your budget to reflect the increased operating grant revenue and increased costs for proposed staff wages.
- Review and approve your revised salary scale and budget according to your facility's bylaws, policies and procedures.
- Provide payment to employees at your facility's new salary levels effective July 1, 2023.

Reporting Requirements

The Wage Grid Supplement increased funding **must** be used to increase wages. The increased revenue from the Wage Grid Supplement to the operating grant and increased expenditures for staff wages must be demonstrated in your next annual operating budget submission and your annual financial statements.

Implementation Resources

- For additional information, please review the *Wage Grid Supplement Increase to Operating Grant and 2023/24 Wage Grid - Frequently Asked Questions*.
- **Upcoming Webinars:** To provide additional support in implementing the 2023/24 ELCC Wage Grid Supplement increase, the department has scheduled webinars for centre directors/board members and a separate email invitation to register for these webinars has been sent separately. Directors/board members are encouraged to attend.
- For a copy of a circular, FAQs or to view a webinar session held, visit the Early Learning and Child Care website at:
www.manitoba.ca/education/childcare/childcare_news/current_circulars.html
- The **2023/24 Wage Grid**, effective July 1, 2023 is available at:
www.manitoba.ca/education/childcare/students_workforce/wage_grid.html
- **Online Tool-Kit for Board of Directors – 2023/24 Wage Grid** is available at:
www.manitoba.ca/education/childcare/centres_homeproviders/centrebased_childcare/financial_management.html#toolkit
- Learn more about early learning and child care initiatives, and Manitoba’s action plans under the agreements with Canada at www.manitoba.ca/education/childcare/actionplan.html

If you have any further questions regarding the information in this circular, please email Child Care Information Services at cdcinfo@gov.mb.ca with the subject line “Wage Grid” or call 204-945-0776 (toll free:1-888-213-4754).

Thank you for your ongoing dedication as we work towards continued improvements to better support the ELCC workforce and to advancing the quality and responsiveness of ELCC services in Manitoba.

Early Learning and Child Care Division

Appendix A

2023/24 ELCC WAGE GRID		
Position/Classification	Hourly Wage	
	Starting Point	Target *
Director - ECE III		
151-200	\$35.82	\$36.84
51-150 spaces	\$32.18	\$32.54
50 spaces or less	\$28.95	\$29.23
Director - ECE II		
151-200 spaces	\$33.64	\$33.64
51-150 spaces	\$30.18	\$30.58
50 spaces or less	\$27.15	\$27.40
Assistant Director		
ECE III	\$28.87	\$29.25
ECE II	\$26.04	\$26.30
Supervisor		
ECE III	\$27.42	\$27.67
ECE II	\$24.75	\$25.00
Frontline Staff		
ECE III	\$23.66	\$23.77
ECE II - 2 + years experience	\$22.18	\$22.29
ECE - Entry Level	\$20.73	\$20.90
CCA (with 40-hour course)	\$17.04	\$17.17

* The Target wages in 2023/24 remain unchanged from 2022/23 with exception of Director - ECE II for 151-200 spaces. This was adjusted by four cents to ensure 2023/24 Target wage is not lower than the Starting Point wage for this position and classification.

Definitions

To see the sections of the Child Care Regulation referred to below, visit https://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=62/86.

- **CCA (with 40 hour course):** a person who has been issued a certificate as a Child Care Assistant under Categories of Certificates Section 3.1 and has completed a 40-hour course related to early childhood education, as required under Staff Qualifications Section 7(11.1) for centre employees or under Licence Application Section 22(1) (g) for family child care homes and Licence Application 35(2) (m) for group child care homes.
- **ECE II - Entry Level:** a person who has been issued a certificate as an Early Childhood Educator (ECE) II under Categories of Certificates Section 3.1, with less than 2 years' work experience as an ECE II.
- **ECE II - 2+ years experience:** a person who has been issued a certificate as an ECE II under Categories of Certificates Section 3.1, with more than 2 years' work experience as an ECE II.
- **ECE III:** a person who has been issued a certificate as an ECE III under Categories of Certificates Section 3.1.