

2017-2018 Alexandria Living Wage Certification Application

The Alexandria Living Wage Certification Program was established by a network of Alexandria religious and community leaders in conjunction with the Virginia Theological Seminary (in Alexandria) and the Virginia Interfaith Center for Public Policy. Alexandria employers (with a place of employment within the boundaries of the City of Alexandria) are encouraged to apply.

Section 1: Basic Employer Information and Program Information

Name of Employer/Business/Organization: _____

Street Address: _____

City/State/Zip: _____

Phone: _____

Website: _____

Primary Contact (Name & Title): _____

Business e-mail: _____

Primary Contact e-mail: _____

2017-18 Program Criteria and Information:

Wages: Our 2017-18 certification has three levels of certifications
\$15.70 or more for the Gold Star Living Wage Certification
\$14.13 or more for the Silver Star Living Wage Certification
\$11.23 or more for the Aspiring Living Wage Certification

The Alexandria Living Wage Certification Program established these categories after reviewing the MIT Living Wage Calculator and area wage and cost of living data. The Aspiring Living Wage Certification is designed to encourage employers to commit toward raising wages over a two-year period.

Tipped employees: If your tipped employees earn tips that regularly meet the certification levels when combined with the tipped minimum wage, the business can be certified.

Special Workers: An employer may pay less than a living wage to apprentices, minors working part-time, interns, and a new hire in a probationary period not to exceed 90 days. Temporary or project-based employees may also be paid less than the living wage for less than 90 days. These circumstances will require additional information and will be reviewed by the program’s Certification Committee.

Other Compensation Offsets: An employer may offset the wage rate by providing benefits that affect basic needs (healthcare, housing, food, or transportation). Any offset will require additional information and will be reviewed by the certification committee.

Posting: As part of Certification, we ask each employer to post a “Living Wage Certification Information” poster provided by the Alexandria Living Wage Certification Program in an area that is highly visible to your employees and near VA labor law poster. In addition, we urge you to display the poster and logo in places that customers view, such as display windows, websites, circulars and promotional flyers.

Confidentiality: This application is considered confidential and privileged information. The application will only be shown to our program coordinator and our certification committee members. Aggregate data compiled from all applications may be released.

Changes in situations: If an employer is no longer able to pay a living wage, the Alexandria Living Wage Certification Program asks to be notified. To ensure accurate information from employers, we reserve the right to randomly review a small number of employers quarterly by interviewing a percentage of their employees. Additionally, it is important that the employer understand that the employees may have questions or concerns about the program, and it is important that an employer agree not to take retaliatory action against an employee raising concerns. If a concern is raised, the Alexandria Living Wage Certification Program will follow a set of protocols in receiving more information. If an employer is found not to be paying a living wage and is unable to adjust their wages, The Alexandria Living Wage Certification Program will remove the business from our list in a non-public manner.

Section 2: Certification Eligibility

1. How many employees (W-2) do you have? (#) _____

- A. (#) ___ Employees eligible to receive health insurance benefits.
- B. (#) ___ Employees who are eligible and actually receive health insurance benefits.
- C. (#) ___ Employees who are not eligible to receive health insurance benefits.

2. What number of the employees listed above are: (refer to page #3 for clarification on these employees)

- A. (#) ___ Apprentices or Interns
- B. (#) ___ Minors
- C. (#) ___ Temporary or Project Based Employees
- D. (#) ___ Employees that receive tips as a significant part of their income
- E. (#) ___ Other (Please Describe) _____

3. Hourly Pay for your employees:

- A. Do you pay \$15.70 or more to all of your employees except those listed in question two above? Y
N

If yes, you qualify for the Gold Star Living Wage Certification. Skip to question five. All other applicants need to complete the other questions to determine which category of certification applies.

B. What are the lowest wages you pay your regular employees? _____

This will help determine the level of certification for which you qualify. Please complete questions four and five.

4. Other Potential Qualifying Benefits (If you meet the gold certification category solely based on wage rates, these questions are optional.):

- A. Do you provide a vehicle for personal use after work hours? Y N
- B. Do you provide housing or a housing stipend to your employees? Y N
- C. Do you provide daily shift meals or food assistance to your employees? Y N
- D. Do you provide child care assistance? Y N
- E. Do you offer tuition assistance? Y N
- F. Do you offer employer provided health care? Y N

If you answer yes to any of these qualifying benefits, you will be asked to complete an application addendum.

5. Independent Contractors (1099):

- A. Do you hire Independent Contractors whom you pay on an hourly basis? Y N
- B. How many independent contractors do you regularly use? _____

6. Qualifying for Living Wage Certification:

- A. Did you increase wages to any employees to meet our criteria? Y N
- B. Did you increase Health Insurance benefits to meet our criteria? Y N
- C. Did you increase other benefits to meet our criteria? Y N

7. Confirmation:

- A. Do you certify that your organization embraces the Living Wage concept? Y N
- B. Do you certify that your employees are aware that you have applied for the Living Wage Certification? Y N
- C. Do you certify that you are not withholding any information that could negatively affect this application?
Y N
- D. Do you agree that your business will not take retaliatory actions against employees that raise concerns?
Y N
- E. Do you certify that the information above is true and accurate to the best of your knowledge and that you have the authority to sign this application? Y N

8. Cost of Living (optional):

- A. Do you provide an annual cost of living adjustment? Y N

Signed: _____

Title: _____

Date: _____

Section 3: Optional Certification Program Benefits (does not affect program eligibility)

1. Would your leadership be willing to participate in advisory panels or community meetings to introduce the program? Y N
2. Is your business on Facebook? Y N

Section 4: Definitions

Living Wage: the amount that a single individual must earn hourly to afford their basic necessities without public or private assistance. For further information on the wage rate visit: www.justeconomicswnc.org

Living Wage Certified Employer: an employer that is accepted in our program and meets or exceeds the Alexandria Living Wage Certification Program criteria.

Apprentice: an individual who is learning a trade, art or skill by practical experience under skilled workers in exchange for work.

Intern: a student or graduate in a professional field gaining supervised practical experience in exchange for work.

Minor: An individual under the age of 18.

Temporary/Project based Employee: An “as needed” employee who works intermittently and does not work more than 45 days in a calendar year.

Independent Contractor: A contractor in business for him/herself. The person is not under the direct control of your business. Independent Contractors must receive a “1099.” Independent Contractors paid an hourly rate and consistently working over 8 hours a week must make \$2/hour more than the current living wage to qualify for certification. The additional wage requirements are meant to cover their individual tax requirements.

New Hire: An employee who is within their first 90 days of employment during which the employee and employer are evaluating each other.

Tipped Employee: An employee who consistently relies on tips for a percentage of their income. When averaged out, wage and tips combined must meet the same wage rates described above. The Alexandria Living Wage Certification Program will interview a percentage of tipped employees from any employer applying for Living Wage Certification using tips to qualify in order to ensure that the wage requirements are met.

*Please return the completed application to **Alexandria Living Wage Certification Program, Office of Church & Community Engagement, Virginia Theological Seminary, 3737 Seminary Road, Alexandria, VA 22304** or email to **alexandrialivingwage@gmail.com**. Feel free to include any comments, concerns or suggestions about our program with your application. If you know of another business that would benefit from our program, please refer them to us.*