



**Richmond Living Wage
Certification Program**

2017-2018 Richmond Area Living Wage Certification Application

The Richmond Area Living Wage Certification Program is a joint program of the Richmond Chapter of the Virginia Interfaith Center for Public Policy and the City of Richmond Office of Community Wealth Building.

Section 1: Basic Employer Information and Program Information

Name of Employer/Business/Organization: _____

Street Address: _____

City: State: Zip: _____

Phone: Website: _____

Primary Contact: Name & Title: _____

Media Contact for your business/organization: _____

Business e-mail: Primary Contact e-mail: _____

Please provide a brief description of the business or mission statement that would be suitable for describing your business:

2017-18 Program Criteria and Information:

Wages: Our 2017-18 certification has three levels of certifications:

\$16.00 or more for the Gold Star Living Wage Certification

\$12.50 or more for the Silver Star Living Wage Certification

\$11.00 or more for the Aspiring Living Wage Certification

The Richmond Living Wage Certification Program established these categories after reviewing the Richmond rates using the Universal Living Wage calculation, the MIT Living Wage Calculator, the EPI Family Budget and area data. The Aspiring Living Wage Certification is designed to encourage employers to commit toward raising wages over a two-year period.

Health Insurance: We recognize that employers that provide health insurance to the employees have additional costs. Employers that provide health insurance for their employees or reimburse employees for their cost of health insurance can deduct \$1.50 per hour from the above rates and still be certified, so \$14.50 plus health insurance still qualifies for the Gold Star Living Wage Certification, \$11.00 plus health insurance still qualifies for the Silver Star Living Wage Certification and \$9 .50 plus health insurance still qualifies for the Aspiring Living Wage Certification. **Special Short-term Workers:** An employer may pay less than a living wage to apprentices, temporary or project-based employees, minors working part-time, interns, and new hires in probationary periods not to exceed 90 days. Employers with workers in these circumstances may be asked for additional information for review by the program’s Certification Committee.

Tipped Workers: Tipped workers should on average earn the living wage standard with the tipped minimum wage and their tips combined.

Other 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 our certification committee and board of directors.

Confidentiality: This application is considered confidential and privileged information. It will only be shown to our program coordinator and our certification committee members.

Changes in situations: If an employer is no longer able to pay a living wage, the Richmond Area 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 Richmond Area Living Wage Certification will follow a set of protocol in receiving more information. If an employer is found not to be paying a living wage and is unable to adjust their wages, The Richmond Area Living Wage Certification will remove the business from our list in a non-public manner.

Section 2: Certification Eligibility

- 1. How many employees 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: Please circle the lowest rate paid to your employees, excluding only those eligible to be exempted (2A, 2B, 2C):

- At least \$16 per hour (or \$14.50 plus healthcare)
- At least \$12.50 per hour (or \$11 plus healthcare)
- At least \$11 per hour (or \$9.50 plus healthcare)

Tipped workers must be included in your employee wage consideration. Tipped workers' wages should be the average wage counting both the tipped minimum wage and tips.

4. Health, Dental, Vision Coverage: If you use health insurance to count in your certification rate, please answer the following questions.

- A. If you have a group health plan, do you pay at least 50 percent of the employee's cost or at least \$250/month for each employee? Y N
- B. If you give each employee a contribution toward health care, do you give each person at least \$250/month? Y N

5. Other Potential Qualifying Benefits:

- 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 Health, Dental or Vision Insurance but pay less than 50 percent of the cost or under \$250 per month? Y N
- E. Do you provide child care assistance? Y N
- F. Do you offer tuition assistance? Y N

If you answer yes to any of these qualifying benefits, someone from the certifying committee will follow up with you to determine the value of the additional qualifying benefits.

6. Independent Contractors:

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

7. 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

8. 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

Signed: _____

Title: _____

Date: _____

Section 3: Optional Engagement and Promotional Questions (does not affect program eligibility)

1. Would you consider displaying window decals and / or promotional items on your premises? Y N
2. Are you willing to display information about the program near your government wage posters to inform employees? Y N
3. Would you be interested in exploring ways the Program can be highlighted on your website or social media platforms? Y N
4. Would your leadership be willing to serve on advisory panels or help introduce the program to business / community organizations? Y N
5. Would you be interested in helping with outreach to other businesses? 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 Richmond Area Living Wage Certification program criteria.

Apprentice: an individual that 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 that works intermittently and does not work more than 45 days in a calendar year.

Independent Contractor: a contractor that is 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, wages and tips combined must meet the same wage rates described above.

*Please return the completed application to **Richmond Area Living Wage Certification Program, c/o Virginia Interfaith Center, 1716 E Franklin Street, Richmond, VA 23223**. 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 the Campaigns’ Certification Committee staff volunteer, **Ron Alpern**, ron@virginiainterfaithcenter.org*

(Updated 6.27.18)