

# 2025 Janitorial Wage Subsidy Program Details



## Alert: New Process for 2025

### PURPOSE:

This program provides funds to help Community Centres hire a janitorial worker/caretaker for day-to-day maintenance.

### WHO MAY APPLY?

All Community Centres, as recognized by the City of Winnipeg/GCWCC and located within the City of Winnipeg boundaries, are eligible for funding. Applicants must be in good standing with all Accountability Items outlined in the Universal Funding Accountability Document.

### ELIGIBLE COSTS:

In 2025, the grant will provide minimum wage at \$15.80 per hour, plus vacation pay (4%) and mandatory employer related costs (MERC's) to a **maximum of 60 hours per pay period** beginning January 1, 2025.

### DEADLINE TO APPLY:

**Friday, November 1, 2024.**

Due to the high volume of requests expected, late or incomplete applications will not be considered.

### EMPLOYEE CRITERIA:

- Employees of the program **cannot** be current board members of the Community Centre, or a relative of a current board member of the Centre.
- Employees must be a minimum of 18 years of age.
- Employees that are not supervised by another employee of the Centre **must be capable of working unsupervised**.
- Employee duties, as described on application, are to focus on caretaking.
- **All applicants, including returning employees, must have a current approved Child Abuse Registry Check.**

### APPLICATION PROCESS:

Complete the application and include the Community Centre's:

- 2024 August financial statements (including all accounts and investments)
- Board agreement, approving this application either a special motion in minutes or email approval.
- Employee performance review and evaluation complete and sent to GCWCC by October 1<sup>st</sup>, 2024, if you're a returning centre.
- Confirm the Community Centre will top up the employees' wages or add and pay for additional hours bi-weekly: Yes \_\_\_\_\_; No \_\_\_\_\_

**Your application will NOT be considered without this information.**

# 2025

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#### APPROVAL PROCESS

- All complete applications will be considered and prioritized based on the financial needs of each individual Community Centre and the availability of funding.
- Written notification will be sent to all applicants in early November.

#### RESPONSIBILITIES:

- **NEW** as the employer of record, the Community Centre will administer employee payroll, deduction remittances, and T4's. The employee will be covered by the Community Centre Workers Compensation.
- If an employee's term ends earlier than the end of the calendar year, the Community Centre is responsible for providing the employee with their Record of Employment and informing GCWCC of the termination.
- Community Centres are responsible for the day-to-day management of the employees.
- The Community Centre must provide the employee with a **detailed, written job description** and forward a copy to GCWCC.
- Community Centres are responsible for providing all training and personal safety equipment that is required by the employee to successfully perform his/her duties. **Employees are not to operate machinery unless fully trained and qualified to do so.**
- The Community Centre is to ensure a daily attendance timesheet is completed by the employee. These timesheets are to be kept on file by the community centre.
- Please notify GCWCC if your centre requires additional support with payroll.

#### EMPLOYEE EVALUATION:

An evaluation of each Janitorial Program employee's performance is to be provided to GCWCC annually by **October 1<sup>st</sup>**. The 'Employee Performance Review' is to be completed by the caretaker's Community Centre supervisor. The form must be signed by both the caretaker and the Community Centre representative, verifying that the review has been discussed in detail with the employee.

*Failure to complete and return an annual employee evaluation will impact consideration of the Centre's application for the following year.*

#### CONDITIONS:

The funding received for this program comes through the GCWCC from the City of Winnipeg. Funding is limited and a predetermined rate, even as wages and other costs continue to increase; therefore, GCWCC can't guarantee Community Centres currently in the program will be approved again.

GCWCC may reduce the number of hours or number of weeks paid for with this program to distribute funds in a fair and equitable manner.

Questions? Please forward all questions for this program to [office@gcwcc.mb.ca](mailto:office@gcwcc.mb.ca)  
We're here to help.