

2024 Top-Up General Operating Funding

Early Years and Care Services
November 5, 2024



Housekeeping Items

- This meeting is being **recorded** and will be shared with the presentation.
- Your microphone will be muted unless called upon during the Question period.
- You can participate by using the chat function to raise any questions you have. **Please wait until the presentation is complete to ask questions.**
- You can also email us at EarlyYearsSystemDivision@peelregion.ca or contact your Early Years Specialist.

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Disclaimer: This presentation is intended solely for informational purposes. Nothing discussed should be considered legal advice.

Agenda

- 2024 GOF SWB Top-Up
 - Context: Addressing Wage Compression
 - Staff Eligibility & Hourly Rates
 - Calculations and Distribution to Staff
 - GovGrants & Reporting
 - Demo of Top-Up Calculator
- Question Period



2024 GOF Top-Up

New this year:

- ❖ Helps address wage compression challenges.
- ❖ For eligible program staff and supervisors working in program and employed with the centre as of November 1st, 2024.
- ❖ Flat hourly rate based on position type and years of service.

Staff Eligibility Requirements



- Staff must be currently employed with the provider as of November 1, 2024.
- Staff must have worked and been paid for **program hours** between January 1 and October 31, 2024 in an eligible position (e.g. program staff, supervisors).
 - **Program hours** include time in ratio, professional learning, planning, set-up, and mandatory meetings.
- Providers can **choose** to give a top-up to staff who left before November 1, 2024. This applies to those who worked and were paid between January 1 and October 31, 2024, using their one-time top-up budget.

NOTE: Providers are **not required** to pay a top-up to staff who left before November 1, 2024.

Staff Eligibility & Hourly Rates

- The top-up funding is distributed based on an hourly rate which is determined by job position and years of service, for program hours worked and paid from January 1 to October 31, 2024.
- Eligible staff will receive hourly top-up payments as follows:

Position	Years of Service (as of December 31, 2024)	2024 GOF Hourly Top-Up Rate
1. Non-RECE Program Staff	0-3	\$2.00
2. Non-RECE Program Staff	4-9	\$2.50
3. Non-RECE Program Staff	10+	\$2.75
4. RECE Program Staff	0-3	\$1.00
5. RECE Program Staff	4-9	\$2.50
6. RECE Program Staff	10+	\$2.75
7. Supervisor (RECE or Non RECE)	0-3	\$3.00
8. Supervisor (RECE or Non RECE)	4-9	\$4.00
9. Supervisor (RECE or Non RECE)	10+	\$4.25

Calculations and Distribution – Staff Benefits

- Incremental **employer portion** of mandatory benefits/deductions must be calculated and paid for the top-up amount.
- Benefits/deductions depend on the Employment Standards Act and your organization's policies.
 - For questions about applicable benefits/deductions for your organization, contact your accountant or the Canada Revenue Agency. Seek professional guidance if you are unsure about mandatory benefit payments.
- Providers must only claim actual benefits/deductions related to the GOF SWB top-up amount as part of their reconciliation reporting.
 - Providers are funded for benefits based on 17.5%. Only the actual benefits paid should be reported in your reconciliation template.
 - Your benefits amount should align with what your organization's benefit requirements.



How to Determine Staff Payment

Below are the steps to calculate staff top-up payments:

- **Step 1:** Identify eligible employees and their hourly top-up rates from the table.
- **Step 2:** Calculate total hours worked and paid for each eligible employee.
- **Step 3:** Multiply the hourly top-up rate by total hours worked.
- **Step 4:** Determine the cost of employer contributions for mandatory benefits.



How to Determine Staff Payment

- **Step 5:** If all eligible staff are paid the Top-Up and you have funding leftover, the calculator will indicate the surplus amounts to be paid to eligible staff.
- **Step 6:** Issue top-up payments to eligible employees.

IMPORTANT: Funding must be paid to staff by December 31, 2024.



GOF Top-Up – Surplus and Shortfall

What can providers do with a Surplus?

- Distribute any surplus funding equally among GOF-SWB eligible staff based on hours worked and paid between January 1 and October 31, 2024. If there is leftover funding after all eligible staff are paid, distribute it equally.

What can providers do with a Shortfall?

- If funding is not enough to cover top-up amounts for all eligible staff:
 1. Complete the “2024 GOF Top-Up Funding Calculator” by November 12, 2024.
 2. Send it to EarlyYearsSystemDivision@peelregion.ca.



NOTE: Your “Staffing Information Request” submitted to us in August 2024 was used to develop your funding allocation. Additional funds were provided for benefits and to also provision for staffing changes.

GovGrants GOF SWB Top-Up Award - Financials

The screenshot displays the GovGrants web application interface. The top navigation bar includes 'Region of Peel working with you' and tabs for 'Funding Opportunities', 'Applications', 'Grants', and 'Monitoring'. A search bar is located on the left. The main content area shows the 'Award' details for 'GOF Test Announcement Nov 22' with GovGrants ID 'AD-GOF22-01'. The 'Financials' tab is highlighted with a red box. Below this, the 'Actuals Summary' section shows an approved budget of \$25,000.00 for the fiscal year 2023. The 'Award Financials' section is also visible, with a search bar and a list of budget categories. The 'Other' category is highlighted with a red box.

Budget Category
Staff Wages and Benefits
Operating
Pay Equity
Administrative Funding
Historical Fund
Other
Base Operating
Payments to Providers
Total

- Your top-up funding allocation is listed under the 'Other' budget category in your GOF award in GovGrants.
- Your funding amount in GovGrants will be provided in equal payments for November and December.

Reporting and Reconciliation

- During reconciliation, providers will be asked to report the total amount spent for GOF SWB Top-Up and four Key Performance Indicators (KPIs). **Deadline is January 31, 2025.**
- In addition to supporting providers with calculating the correct amount of funding for their staff, the GOF Top-Up Calculation Tool collects all data needed for reporting, including the following KPIs:
 - Number of RECE Program Staff.
 - Number of Non-RECE Program Staff
 - Number of RECE Supervisors
 - Number of Non-RECE Supervisors

Reporting and Reconciliation

- Peel has simplified the reporting and reconciliation of GOF SWB top-up into three steps:
 1. **Complete** the GOF Top-Up Calculation Tool to determine the appropriate amount of funding to pay your staff;
 2. **Upload** a copy of the completed GOF Top-Up Calculation Tool in GovGrants; and
 3. **Enter all top-up expenses** in your regular **GovGrants** reconciliation in the "Other" column.

Reconciliation Reminders:

- Program hours are recorded as salary and wages in GOF. Incremental benefits are recorded separately as benefits in GOF.

GOF Top-Up Calculation Tool

2024 GOF Top-Up Funding Calculator

Instructions

The purpose of this tool is to help calculate the Top-Up amount for each eligible employee. Input your information in the green cells only. All other cells will automatically update. Refer to the [2024 General Operating Fund Staff Wages and Benefits Guideline](#) for eligibility requirements and more information. Benefits should be calculated based on the actual amount required to fund the incremental employer portion of mandatory benefits (i.e. CPP, EI, vacation, statutory holidays, WSIB, Employer Health Tax) associated with the

Hourly Top Up Payments Grid

	Position	Years of Service (as of December 31,	2024 Hourly Top-Up Rate
1	Non-RECE Program Staff	0-3	\$2.00
2	Non-RECE Program Staff	4-9	\$2.50
3	Non-RECE Program Staff	10+	\$2.75
4	RECE Program Staff	0-3	\$1.00
5	RECE Program Staff	4-9	\$2.50
6	RECE Program Staff	10+	\$2.75
7	RECE Supervisor	0-3	\$3.00
8	RECE Supervisor	4-9	\$4.00
9	RECE Supervisor	10+	\$4.25
10	Non-RECE Supervisor	0-3	\$3.00
11	Non-RECE Supervisor	4-9	\$4.00
12	Non-RECE Supervisor	10+	\$4.25

Funding Summary

GOF Top-Up Funding Allocation	
Mandatory Benefits %	<< Found under "Other" budget category in GovGrants

NOTE: The 2024 GOF Top-Up Funding Calculator is available and has been emailed to providers. It will also be posted the Peel Region website for providers to access.

A photograph of a classroom where several students have their hands raised, indicating they want to ask a question or participate. The focus is on the hands in the foreground, with the students and a chalkboard in the background being blurred.

Questions?



Thank You!

Appendix - Staff Eligibility

Eligible Positions - Employed positions in receipt of a T4 or T4A)

RECE Employees

- RECE program staff
- RECE supervisors

Non-RECE Employees

- Director-approved program staff (e.g., Montessori Teachers)
- Supervisors
- Assistant Supervisors
- Program staff without ECE
- Early Childhood Assistant
- Supply staff (must have regular casual employment status with a T4)
- Summer staff that work for numerous weeks each year to cover ratios (permanent)

Non-program staff are only eligible if they spend at least 25% of their time supporting ratio requirements under the CCEYA. These individuals are only eligible for the number of program hours worked and paid to support ratios.

Appendix - Distribution of GOF SWB Top Up Example

Staff	Position Type	Years of Service	Eligible Hours	Top-Up Rate	Subtotal (\$)	Benefits*	Total (\$)
Staff 1	RECE Program	2	1100	\$1.00	\$1101	\$154.14	\$1255.14
Staff 2	Non-RECE Program	4	1250	\$2.50	\$1252.50	\$145.29	\$1397.79
Staff 3	RECE Program	6	1550	\$2.50	\$3875	\$666.50	\$4541.50
Staff 4	RECE Supervisor	3	1600	\$3.00	\$4800	\$672	\$5472
Staff 5	Non-RECE Supervisor	10	1400	\$4.25	\$5950	\$922.25	\$6872.25

***Incremental changes to the employer portion of mandatory benefits only.**

Have more Questions?

You may also email us at EarlyYearsSystemDivision@peelregion.ca
or contact your Early Years Specialist.

