

Anomalies Fund Application Form 2018

This application form is restricted to Members of UMFA as of **March 31, 2018**.

PART 1: To be completed by applicant (or by Dean on behalf of an applicant)

Contact Information

Name: _____ Employee Number: _____

Office Address: _____ Phone Number: _____

Department and Faculty: _____

Academic or Professional History Relevant to the Application

	Level	Year Obtained	Institution
Current Rank			University of Manitoba
Previous Rank(s)			
Highest Relevant Degree			
Other Degree(s) or Professional Certification			
Other Relevant Professional Experience			

Please indicate the dates of any interruptions in your academic or professional career at the University of Manitoba (e.g. unpaid leave) during which you would not have been eligible for a career progress increment, or which may have otherwise adversely affected your salary.

Reasons for Claim

Clearly state the basis or rationale for an adjustment in your base salary, and set out your case by reference to relevant available salary data including, where applicable, the names of peers who are comparable (in terms of discipline, experience, rank, and qualifications), details of any inequity at hiring, or relevant prior experience. **Point form is acceptable.**

Please note that anomaly adjustments are **not** intended to deal with:

- applications based on merit
- general market conditions or retention issues
- altering past decisions about denial of satisfactory performance increments
- slower progress in promotion than a peer.

Signature of Applicant _____ Amount applied for: _____

The deadline for receipt of applications is **4:00 p.m., Monday, September 17, 2018**. Late applications will not be accepted. Applications may be sent, in hard copy or by email (in Word or PDF format), to:

Dr. Peter Blunden, Chair, Joint University/UMFA Anomalies Committee
c/o Mariette Beaudry, Human Resources, 137 Education Building
Mariette.Beaudry@umanitoba.ca PH: 474-7491 FAX: 474-7448

Please send a copy to your Dean/Director, who will be asked to comment on the application.

Part 2: To be completed by Dean/Director

Name of Applicant: _____

Dean's/Director's Comments:

Please refer to the Information for Deans/Directors regarding the Anomalies Fund 2017 & 2018, which is available from Human Resources: http://umanitoba.ca/admin/human_resources/staff_relations/academic/UMFA.html

Please provide any relevant information on the applicant, on comparator colleagues indicated by the applicant, or on other colleagues you believe to be appropriate comparators. Where the information is available, it would be useful for the committee to know the applicant's starting salary and the circumstances and rationale which determined that salary.

Signature of Dean _____

Please send comments by **Monday, October 1, 2018**, to the address indicated in Part 1 of this application form.