

Information for Deans/Directors regarding the Anomalies Fund 2017 or 2018

The Joint University/UMFA Anomalies Committee will consider applications to correct anomalies in base salaries of UMFA Members for the 2017-18 and 2018-19 contract periods. Members of UMFA as of March 31, 2017 are eligible to apply for the 2017 year, and Members of UMFA as of March 31, 2018 are eligible to apply for the 2018 year.

A salary anomaly is interpreted to mean a salary that is at variance with normal salary ranges of department, faculty/school, or library colleagues having comparable experience, rank, and qualifications. **Anomaly adjustments are not intended to deal with merit, general market conditions in a discipline, retention issues, altering past decisions about denial of satisfactory performance increments, or slower progress in promotion than a peer.**

To comment on an individual UMFA Member's application: Applicants are to complete the Anomalies Fund Application Form 2017 **or** 2018 and submit it to the committee and to your office, in hard copy or by email, before 4:00 p.m., Monday, September 17, 2018. Please complete Part 2 of the application form by Monday, October 1, 2018.

Please provide any relevant information on the applicant, on comparator colleagues indicated by the applicant, or on other colleagues you believe to be appropriate or inappropriate comparators. For recent hires in particular, it would be useful for the committee to know the applicant's starting salary and the circumstances and rationale used to determine that salary. Where applicable, specific comments about any particular qualifications of the applicant or comparators are helpful to the committee, who may not be familiar with the applicant's field.

To submit an application on behalf of an UMFA Member: Complete Parts 1 and 2 of the Anomalies Fund Application Form 2017 **or** 2018, whichever is appropriate. For multiple applications, you may instead submit a table including the information requested on the form.

Submit your comments by **October 1, 2018**, in hard copy or by email, 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

In arriving at a final decision, the committee considers the information contained in the application, the comments of the Dean/Director, as well as its own independent analysis of salaries within a unit. The decisions of the committee are final and binding.

If you have questions about procedures, call Mariette Beaudry at 474-7491. If you have other questions, such as what to include in your comments, call Peter Blunden (Chair of the Committee) at 480-1449, or email him at blunden@umanitoba.ca. It is anticipated that decisions regarding anomalies adjustments will be announced in December 2018.