

Information for Applicants to the Anomalies Fund 2013 or 2014

The Joint University/UMFA Anomalies Committee will consider applications to correct anomalies in base salaries of UMFA Members. The University/UMFA collective agreement establishes a fund of \$100,000 to correct anomalies in base salaries for each contract year. In this round the joint committee will consider applications for both the 2013-14 and 2014-15 contract years. Members of UMFA as of March 31, 2013 are eligible to apply for the 2013 year, and Members of UMFA as of March 31, 2014 are eligible to apply for the 2014 year. Applicants should apply for the earliest year in which an anomaly can be established. The committee reserves the right to move an application to a different 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.

The joint committee will consider applications from individual UMFA Members. The committee will also consider applications sent on behalf of Members by their Department Head or Dean/Director. The Member's Dean/Director will be asked to comment on the application, and to provide any further information the committee may require, such as the names of comparable peers, details of any inequity at hiring, or relevant prior experience.

Salary data on UMFA Members, including rank, years in rank, department, and other relevant criteria, can be reviewed in the UMFA office between the dates of August 11 and September 12, 2014. Please call UMFA at 474-8562 to make an appointment.

Complete Part 1 of the Anomalies Fund Application Form 2013 or 2014, as appropriate. Provide all information requested, and clearly state the rationale for an adjustment to your base salary. Include such relevant available salary data as 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.

Submit your application, in hard copy or by email (in Word or PDF format), before **4:00 p.m., Monday, September 15, 2014** to:

**Dr. Peter Blunden, Chair, Joint University/UMFA Anomalies Committee
c/o Jindra Vancura, Human Resources, 309 Administration Building
Jindra.Vancura@ad.umanitoba.ca PH: 474-8288 FAX: 474-7505**

Send a copy to your Dean/Director, who will be asked to comment on the application, and to provide any further information the committee may require, such as the names of comparable peers, details of any inequity at hiring, or relevant prior experience. 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 any questions, call Jindra Vancura, at 474-8288.

It is anticipated that decisions regarding anomalies adjustments will be announced in December, 2014.