

Information for Deans/Directors regarding the Anomalies Fund 2013 and 2014

The Joint University/UMFA Anomalies Committee will consider applications to correct anomalies in base salaries of UMFA Members for each of the 2013-14 and 2014-15 contract years.

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: Complete Part 2 of the application form. Applicants are to complete the Anomalies Fund Application Form 2013 or 2014 and submit it to the committee and to your office, in hard copy or by email, before 4:00 p.m., Monday, September 15, 2014.

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 2013 or 2014. For multiple applications, you may instead submit a table including the information requested on the form.

Submit your comments by **September 29, 2014**, in hard copy or by email, 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

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 Jindra Vancura, at 474-8288. 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 2014.