



## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>SALARY ADMINISTRATION POLICY FOR EXCLUDED MANAGEMENT, ADMINISTRATIVE AND PROFESSIONAL STAFF (EMAPS)</b>
<b>Effective Date:</b>	March 22, 2005
<b>Revised Date:</b>	
<b>Review Date:</b>	March 22, 2015
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	
<b>Responsible Executive Officer:</b>	President deleted to Vice-President (Administration)
<b>Delegate: (If applicable)</b>	
<b>Contact:</b>	Executive Director of Human Resources
<b>Application:</b>	Excluded Management, Administrative and Professional Staff (EMAPS)

### Part I Reason for Policy

To establish the University's philosophy with respect to salaries and salary ranges for Salary Administration Policy for Excluded Management, Administrative and Professional Staff (EMAPS) who are excluded from the various collective bargaining units.

### Part II Policy Content

- 2.1 It is the objective of The University of Manitoba that the salaries paid to Salary Administration Policy for Excluded Management, Administrative and Professional Staff (EMAPS) be maintained at an equitable level when compared with those paid for comparable types of work both within The University of Manitoba community and in other public agencies and major private organizations in Manitoba. This objective is consistent with the University's focus on the recruitment and retention of well qualified support staff.

- 2.2 The University will establish procedures for the determination of initial salary and for administering any changes to the salary of Salary Administration Policy for Excluded Management, Administrative and Professional Staff (EMAPS) excluded from bargaining units

### **Part III Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Policy is required.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this policy.

### **Part IV Secondary Documents**

- 4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

### **Part V Review**

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is March 22, 2015.
- 5.2 In the interim, this Policy may be revised or rescinded if:
- a) the Board of Governors deems necessary; or
  - b) the Policy is revised or rescinded.
- 5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
- a) comply with the revised Policy; or
  - b) are in turn rescinded.

### **Part VI Effect on Previous Statements**

- 6.1 This Policy supersedes:

- a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein; and
- b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein, and
- c) Salary Administration Policy for Professional and Confidential Support Staff Excluded from Bargaining Units
- d) 1110 - Managerial Salary Administration

**Part VII**  
**Cross References**

Salary Administration Procedures for Excluded Management, Administrative and Professional Staff (EMAPS)