



UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	SALARY ADMINISTRATION FOR DENTAL/MEDICAL PRACTITIONERS AND ADMINISTRATORS EXCLUDED FROM BARGAINING UNITS
Parent Policy:	Salary Administration for Medical/Dental Practitioners and Administrators Excluded from Bargaining Units Policy
Effective Date:	November 18, 2008
Revised Date:	
Review Date:	November 18, 2018
Approving Body:	Administration: President
Authority:	
Responsible Executive Officer:	President; Delegated to Vice-President (Administration)
Delegate: (If applicable)	
Contact:	Executive Director of Human Resources
Application:	Employees: Dental/Medical Practitioners and Administrators Excluded from Bargaining Units

Part I Reason for Procedure(s)

To set out procedures secondary to the Policy entitled "Salary Administration for Dental/Medical Practitioners and Administrators Excluded from Bargaining Units" in connection with:

- a) the determination of initial salary; and
- b) administering any changes to the salary of dental/medical practitioners and administrators

Part II Procedure(s)

2.1 Eligibility

2.1.1 This Procedure does not apply to medical practitioners employed in University Health Services whose conditions of employment are contained in an agreement with Manitoba Health and the Manitoba Medical Association.

2.1.2 Based on the information compiled, the Executive Director of Human Resources will make a recommendation to the Vice-President (Administration) for an annual salary adjustment. The annual salary adjustment will be effective in April, subject to approval by the Board of Governors.

2.2 Placement at the Time of Hiring

2.2.1 Upon the initial hiring of an employee as a dental/medical practitioner or administrator, the Dean/Director or other administrator shall consider the appropriate marketplace for salary comparisons for the work being performed. The initial salary shall recognize the experience possessed by the prospective candidate.

2.3 Annual Salary Adjustments

Annual salary adjustments are comprised of general salary adjustments and step increases when applicable as described below.

2.3.1 General Salary Adjustments

2.3.1.1 A general salary adjustment will normally be effective in April of each year and, where possible, will be implemented by that date. The general salary adjustment, as approved by the Board of Governors, is normally applied to individual salaries.

2.3.1.2 After the Board of Governors has approved the general salary adjustment and the annual salary adjustments have been made, the Director of Human Resource Services will inform the Dean/Director or appropriate administrator of the new salary for the employee.

2.3.1.3 Subsequently, the Dean/Director or appropriate administrator shall inform the staff member of his/her new salary.

2.4 Step Increases

2.4.1 Step Increases are for the purpose of recognizing an employee's service and satisfactory performance in his/her position during the time period since the last step increase review date.

2.4.2 The value of a step increase shall be determined annually by Human Resource Services.

2.4.3 The Dean/Director or appropriate administrator may deny a step increase, or award a partial step increase for an employee with an identified conduct or performance problem (and in such circumstances shall communicate the decision and reasons in writing to the employee);

2.5 Market Supplements and Market Driven Extraordinary Salary Increases

2.5.1 In demonstrated circumstances of special recruitment and retention difficulties, the Vice-President may approve the request of the Dean/Director or appropriate administrator that a market supplement or extraordinary salary increase be applied to the salary of the candidate or employee in question.

2.5.2 The Dean/Director or appropriate administrator should initially consult with his/her Human Resource Consultant as to possible approaches to resolve such recruitment or retention difficulties.

2.5.3 Thereafter, if the Dean/Director or appropriate administrator believes that a market supplement or extraordinary salary increase is the appropriate means to resolve the recruitment or retention difficulty, he/she should request this in writing to the Director of Human Resource Services.

2.5.4 The Executive Director of Human Resources will make a recommendation to the Vice-President (Administration) regarding the request for market supplement or extraordinary salary increase.

Part III Accountability

3.1 The University Secretary is responsible for advising the President that a formal review of this Procedure is required.

3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Procedure.

Part IV Review

4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this Procedure is November 18, 2018.

4.2 In the interim, this Procedure may be revised or rescinded if:

- a) the Vice-President (Administration) or the President deems necessary; or
- b) the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

Part V
Effect on Previous Statements

5.1 This Procedure 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.

Part VI
Cross References

Salary Administration for Dental/Medical Practitioners and Administrators Excluded from Bargaining Units: Policy