



## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>SALARY ADMINISTRATION FOR EXTENDED DENTAL HYGIENE INSTRUCTORS</b>
<b>Effective Date:</b>	June 20, 2006
<b>Revised Date:</b>	
<b>Review Date:</b>	June 20, 2016
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	Audit Committee Policy, Audit Services Policy
<b>Responsible Executive Officer:</b>	President, delegated to VP (Administration)
<b>Delegate: (If applicable)</b>	
<b>Contact:</b>	Executive Director, Human Resources
<b>Application:</b>	Employees: Dental Hygiene Instructors Excluded from Bargaining Units

### Part I Reason for Policy

To establish the University's philosophy with respect to salaries and salary ranges for Dental Hygiene Instructors 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 Dental Hygiene Instructors excluded from bargaining units 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 principal goals of the salary administration policy shall be as follows:
- a) to ensure internal equity and the concept of equal pay for work of equal value;
  - b) to support recruitment and retention through the maintenance of external competitiveness with respect to external markets; and
  - c) to recognize the contributions that employees make during the performance of their jobs.
- 2.3 The University will establish procedures for the determination of initial salary and for administering any changes to the salary of Dental Hygiene Instructors excluded from bargaining units.

### **Part III Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of the Policy is required.
- 3.2 The Executive Director, 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 June 20, 2016.
- 5.2 In the interim, this Policy may be revised or rescinded if:
- a) the Approving Body 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 the following:

- a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter contained herein;
- b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein.

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

Procedures: Salary Administration for Dental Hygiene Instructors