



## UNIVERSITY OF MANITOBA PROCEDURE

<b>Procedure:</b>	<b>SALARY ADMINISTRATION FOR EXCLUDED DENTAL HYGIENE INSTRUCTORS</b>
<b>Parent Policy:</b>	Salary Administration for Excluded Dental Hygiene Instructors Policy
<b>Effective Date:</b>	June 20, 2006
<b>Revised Date:</b>	
<b>Review Date:</b>	June 20, 2016
<b>Approving Body:</b>	Administration: President
<b>Authority:</b>	Policy: Salary Administration for Excluded Dental Hygiene Instructors
<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>	All Employee Groups

### **Part I Reason for Procedure**

To set out Procedures secondary to Policy: Salary Administration for Dental Hygiene Instructors in connection with:

- a) the determination of initial salary; and
- b) administering any changes to the salary of Dental Hygiene Instructors.

## **Part II Procedures**

### **2.1 Salary Ranges**

2.1.1 A salary range shall be established based on the qualifications and years of experience of the employees. The salary range will have a maximum which exceeds the minimum of the salary range by 50%.

2.1.2 The salary range shall be reviewed each year to ensure that the salary objectives of this policy are achieved. Salary surveys will be conducted by Human Resource Services on a regular basis. These salary surveys will be based on comparable positions or occupations both within The University of Manitoba and in public agencies and major private organizations in Winnipeg and Manitoba.

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

### **2.2 Salary Placement Within the Salary Range**

#### **2.2.1 Placement at the Time of Hiring**

2.2.1.1 Upon the initial hiring of an employee as a Dental Hygiene Instructor, the Dean of Dentistry or the Director of the School of Dental Hygiene shall discuss and reach agreement with the appropriate Human Resource Consultant on the employee's appropriate placement within the salary range.

2.2.1.2 Step placement within the salary range will be determined according to education and number of years of experience.

### **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 August 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 and to the adjustment in the salary range.

2.3.1.2 After the Board of Governors has approved salary range increases and the regular annual salary adjustments have been made, the Director of

Human Resource Services will inform the Dean of Dentistry and the Director of the School of Dental Hygiene of the new salary range for the Excluded Dental Hygiene Instructors.

2.3.1.3 Subsequently, the Dean of Dentistry or the Director of the School of Dental Hygiene shall inform each Dental Hygiene Instructor of his/her new salary range and the staff member's new salary and step if applicable.

## **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 of Dentistry or the Director of the School of Dental Hygiene 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 Step Increase Review Dates**

2.5.1 An employee's "Step Increase Review Date" is the date on which an employee shall be eligible for a review of his/her salary step within the salary range. The employee's step increase review date is the date on which the number of hours of part-time service has reached the equivalent of one (1) full year of service.

## **2.6 Step Increase Implementation**

2.6.1 The Faculty of Dentistry will track the education and service of the individual instructor and process the appropriate form. Where a step increase is to be implemented, the effective date of the increase shall be the first day of the bi-weekly pay period.

## **2.7 Market Supplements and Market Driven Extraordinary Salary Increases**

2.7.1 In demonstrated circumstances of special recruitment and retention difficulties, the Vice-President may approve the request of the Dean of Dentistry or the Director of the School of Dental Hygiene that a market supplement or extraordinary salary increase be applied to the salary of the candidate or employee in question.

2.7.2 The Dean of Dentistry or the Director of the School of Dental Hygiene should initially consult with his/her Human Resource Consultant as to possible approaches to resolve such recruitment or retention difficulties.

2.7.3 Thereafter, if the Dean of Dentistry or the Director of the School of Dental Hygiene 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.

2.7.4 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 these Procedures are required.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of these Procedures.

### **Part IV Review**

- 4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for these Procedures is June 20, 2016. 4.2 In the interim, these Procedures may be revised or rescinded if:
  - a) the President or the Vice-President (Administration) 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 the following:
  - a) All previous Board/ Senate Procedures, and resolutions on the subject matter contained herein; and
  - b) All previous Administration Procedures, and resolutions on the subject matter contained herein.

**Part VI**  
**Cross References**

Cross Referenced to:

Policy: Salary Administration for Excluded Dental Hygiene Instructors