



UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	SALARY ADMINISTRATION FOR NURSES IN NORTHERN MANITOBA EXCLUDED FROM BARGAINING UNITS
Parent Policy:	Salary Administration for Nurses in Northern Manitoba Excluded from Bargaining Units
Effective Date:	May 19, 2009
Revised Date:	
Review Date:	May 19, 2019
Approving Body:	Administration: President
Authority:	Policy: Academic Centres and Institutes
Responsible Executive Officer:	President delegated to the Vice-President (Administration)
Delegate: (If applicable)	
Contact:	Executive Director of Human Resources
Application:	Nurses in Manitoba Excluded from Bargaining Units

Part I Reason for Procedure(s)

To set out procedures secondary to the Policy entitled "Salary Administration for Nurses in Northern Manitoba Excluded from Bargaining Units" in connection with:

- a) the determination of initial salary; and
- b) administering any changes to the salary of nurses in northern Manitoba

Part II Procedure(s)

2.1 Eligibility

2.1.1 This Procedure does not apply to nurses working outside of the Province of Manitoba nor does it apply to nurses who are members of the Excluded Management, Administrative and Professional Staff (EMAPS) group.

2.2 Position Classification Levels

2.2.1 In order to meet the stated salary objective of Policy "Nurses in Northern Manitoba" it is necessary for Human Resource Services to establish classifications of similar work that recognizes the relative level of skill, effort and responsibility associated with various positions in this employment group.

2.2.2 All Nurses in Northern Manitoba will have job descriptions that should be reviewed and updated annually during the performance evaluation process.

2.3 Salary Ranges

2.3.1 A salary range shall be established for each classification level. Each classification level shall encompass jobs of similar value. Salary ranges shall be established by the Director of Human Resource Services

2.3.2 Salary ranges 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 classifications both within The University of Manitoba, in public agencies and major private organizations in Northern Manitoba.

2.3.3 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 April, subject to approval by the Board of Governors.

2.4 Placement at the Time of Hiring

2.4.1 Upon the initial hiring of an employee as a nurse working in Northern Manitoba, 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.

2.5 Annual Salary Adjustments

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

2.5.1 General Salary Adjustments

2.5.1.1 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.

2.5.1.2 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.

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

2.6 Step Increases

2.6.1 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.

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

2.6.3 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);

2.7 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/Director or appropriate administrator that a market supplement or extraordinary salary increase be applied to the salary of the candidate or employee in question.

2.7.2 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.

2.7.3 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.

2.7.4 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 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 May 19, 2009.
- 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**

Policy: Salary Administration for Nurses in Northern Manitoba Excluded from Bargaining Units