



UNIVERSITY OF MANITOBA POLICY

Policy:	SENIOR SALARIES ADMINISTRATION
Effective Date:	July 1, 2009
Revised Date:	July 1, 2020
Review Date:	July 1, 2030
Approving Body:	Board of Governors
Authority:	<i>The University of Manitoba Act</i> , Section 16(1)(b)
Responsible Executive Officer:	University Secretary
Delegate: (If applicable)	
Contact:	University Secretary
Application:	Board of Governors members, Executive Staff, Senior Academic Administrative Staff

Part I Reason for Policy

- 1.1 The University of Manitoba is committed to attracting and retaining the best available individuals to serve in Senior Administrative positions at the University. The intent of this policy is to lay out the principles that will guide the compensation system for Senior Administrators at the University of Manitoba.

Part II Policy Content

- 2.1 The University of Manitoba is committed to a compensation system for Senior Administration that:
- (a) is performance based;
 - (b) demonstrates prudent and responsible use of University resources by relating compensation to similar positions at comparable institutions such that compensation neither leads nor trails the compensation provided to

similar positions at U15 universities, usually falls within the 15th to 50th percentile for these positions and rarely beyond the 75th percentile;

- (c) is competitive in that it will be able to attract, motivate, engage and retain Senior Administrators;
- (d) recognizes that the University typically competes with other large, research-intensive universities for Senior Administrators;
- (e) recognizes the skills, experience, and growth of individuals within positions;
- (f) takes into account changes in compensation for other employee groups at the University; and
- (g) allows for the Executive team to request exceptions from policy to address challenging or unique recruitment and retention situations.

2.2 Definitions

Senior Administration (senior administrator(s)) refers to members of the Executive Group and the Senior Administrative Academic Staff Group.

Executive Group refers to the President, the Provost, the Vice-Presidents, the Vice Provosts, the Associate Vice-Presidents, the Chief Information Officer, the Comptroller, the University Secretary, and any other position so designated by the Management Resources and Compensation Committee of the Board of Governors.

Senior Administrative Academic Staff Group Positions refers to the Deans and Directors of Faculties/Colleges/Schools, the University Librarian, the Director of the School of Art, the Rector of St. Paul's College, and the Warden of St. John's College.

Compensation refers to salary, pension, benefits, vacation, allowances, any other one-time or recurring cost directly related to the employee's terms and conditions of employment, and administrative leaves.

Human Resources and Compensation Committee of the Board of Governors (HRCC) refers to the committee of the Board of Governors responsible for fixing and providing for compensation for the Executive and Senior Administrative Academic Staff Groups.

- ## 2.3
- Salary ranges and benefit packages for Senior Administration shall be established for each Senior Administrative position and approved by HRCC from time to time. All new employment agreements must be within the ranges approved, unless specific approval is obtained from HRCC.

- 2.4 The salary of persons holding academic appointments who are appointed to Senior Administration shall have two components:
- (a) a professorial salary component (“professorial salary”) which shall be negotiated at the time of appointment that typically align with those at similar rank in the faculty/college/school. This component shall be tracked and augmented annually based on any salary adjustments to academic staff in the relevant employee group;
 - (b) a salary component related to the senior administrative position(s) (“senior administrative salary supplement”) which shall be paid for the duration of the Senior Administrator’s tenure in the senior administrative position(s), and any subsequent administrative leave related thereto. This senior administrative salary supplement shall be set at the time of appointment and adjusted annually as determined by HRCC and shall cease upon the Senior Administrator’s return to the academic ranks;
 - (c) following a Senior Administrator’s return to the academic ranks, their salary shall be the base salary as outlined in section 2.4(a) above.
- 2.5 In situations where the professorial salary and senior administrative salary supplement is insufficient to meet the market competitive level as demonstrated by market analysis completed by the Director, Compensation & Benefits, market supplements may be proposed. This market supplement shall be set at the time of appointment and adjusted annually as determined by HRCC and shall cease upon the Senior Administrator's return to the academic ranks following any approved administrative leave.
- 2.6 All employment agreements with Senior Administrators shall be signed by the President or the appropriate Vice-President or the Board Chair in the case of the President. These agreements shall be prepared by the Office of the President, or the relevant Vice-President in the case of Senior Administrators who report to a Vice-President. The employment agreements shall be reviewed by the Vice-President (Administration) to ensure consistency and compliance with policy. The Vice-President (Administration) may delegate this review to the AVP, Human Resources at their discretion.
- 2.7 Persons holding academic appointments who serve in Senior Administrative positions are entitled to administrative leave, in accordance with policy. Accordingly, except in exceptional circumstances, no Senior Administrator shall be granted more than twelve (12) consecutive months of administrative leave and there must be at least one (1) year between the end of any previous Administrative or Research/Study leave and the start of a newly requested leave. If a Senior Administrator holds multiple positions they are only entitled to twelve (12) months of administrative leave. Any exceptions require the approval of HRCC.

- 2.8 Every Senior Administrator shall have their performance reviewed annually by their supervisor. A summary of these reviews, along with any recommended adjustments to compensation shall be presented to HRCC by the President. In the case of the President, this presentation shall be made by the Board Chair.
- 2.9 The HRCC shall provide an informational report to the Board, at least annually on compensation to Senior Administrators.
- 2.10 Human Resource Services is responsible for salary administration for all compensation groups, including senior administration.

Part III Accountability

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

Part IV Authority to Approve Procedures

- 4.1 The HRCC may approve Procedures, if applicable, 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 July 1, 2030.
- 5.2 In the interim, this Policy may be revised or rescinded if:
 - (a) the Approving Body deems necessary; or
 - (b) the relevant Bylaw, Regulations or 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 Senior Salaries Administration Policy (revised June 26, 2012).

Part VII
Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Administrative Leaves for Academic Administrators Policy](#)
 - (b) [Employee Organizations and Employment Groups Procedure](#)