

## Information for Applicants to the Anomalies Fund 2024 and 2025

The Joint University/UMFA Anomalies Committee will consider applications to correct anomalies in base salaries of UMFA members. The University/UMFA collective agreement establishes an annual fund of \$150,000 to correct anomalies in base salaries for each contract year. In this round the joint committee will consider applications for both the 2024-25 and 2025-26 contract years. Members of UMFA as of March 31, 2024 are eligible to apply using the 2024 form, and members of UMFA as of March 31, 2025 are eligible to apply using the 2025 form. Applicants should apply using the form for the earliest eligible year in which an anomaly can be established. There is no need to submit an application for both 2024 and 2025 unless circumstances have substantially changed between those years. The committee reserves the right to move an application to a different year than the one applied for. The joint committee will consider applications from individual UMFA members as well as applications sent on behalf of members by their department head or dean/director. Salary adjustments will normally be made retroactive to April 1 of the year for which the award is given.

A salary anomaly is interpreted to mean a salary that is at variance with normal salary ranges of department, faculty/school, or library colleagues having comparable experience, rank, and qualifications. Anomaly adjustments are not intended to deal with merit, general market conditions or retention issues, exceptional salary increases under article 24.8.1, altering past decisions about denial of satisfactory performance increments, or slower progress in promotion than a peer.

The criteria we use to compare salaries includes rank, time in rank, degree qualifications at the point of hire, and years of relevant professional experience at the point of hire (*e.g.* time since highest degree or other professional qualification). Because of market differences between different departments and different faculties, we use the department as the primary basis for comparison. However, we also consider cognate departments when there are insufficient numbers within a department to make meaningful comparisons. Thus our methodology involves comparing an individual applicant's salary with what might be expected for members at the same rank and in the same department, adjusting for years at that rank and time since highest degree. Deans and directors are asked to comment on applications, including specific factors such as how initial salaries were determined at the point of hire, and comparisons of the cumulative academic and professional experience of relevant comparators. Merit considerations are not among the criteria used by the committee.

The committee may award salary adjustments to non-applicants where anomalies are identified or created through the work of the committee. However, the committee will not be undertaking a comprehensive review of all UMFA salaries. In arriving at a final decision, the committee considers the information contained in the application, the comments of the dean/director, as well as its own independent analysis of salaries within a unit. The decisions of the committee are final and binding.

The most common reasons why applications are not successful are:

- Applicants have a salary within the normal salary range for that department when accounting for rank, overall experience, and qualifications.

- Applicants compare themselves with colleagues who have received an Extraordinary Salary Increase (ESI) under Article 24.8.1.
- Applicants compare themselves with colleagues in another discipline where salaries are higher because of market factors.
- Applicants compare themselves with colleagues in the same or a cognate department who have extensive or unique relevant experience at the point of hire, or who are in a sub-area where there are special market considerations.
- Applicants compare themselves with colleagues who have time in rank in an equivalent position at another university.
- Applicants compare themselves with colleagues who were initially hired at a senior rank. This includes cases where a senior person has been recruited to fill an administrative position, such as department head.
- Applicants compare themselves with colleagues who were hired into positions with significantly different requirements or responsibilities.

Salary data on UMFA members, including rank, years in rank, department, and other relevant criteria, can be reviewed by sending a request to the UMFA office between the dates of **June 16** and **July 25, 2025**. Please email UMFA at [iceplis@umfa.ca](mailto:iceplis@umfa.ca) using **Subject: Anomalies**. Salary information will be shared in a secure format, and members will be required to sign a non-disclosure agreement.

Complete Part 1 of the Anomalies Fund Application Form 2024 or 2025. Provide all information requested, and clearly state the rationale for an adjustment to your base salary. Include such relevant available salary data as the names of peers who are comparable (in terms of discipline, experience, rank, and qualifications), details of any inequity at hiring, or relevant prior experience. Point form is acceptable.

Please email your application (in Word or PDF format) using **Subject: Anomalies-your surname** by **4:00 p.m. Friday, August 1, 2025** to:

Candace Funk, Manager, Compensation  
[candace.funk@umanitoba.ca](mailto:candace.funk@umanitoba.ca)

In addition, please send a copy of your application to your dean/director, who will be asked to comment on the application, and to provide any further information the committee may require, such as the names of comparable peers, details of any inequity at hiring, and relevant prior experience.

If you have any questions, please contact Candace Funk. It is anticipated that decisions regarding anomalies adjustments will be announced in the Fall term 2025.

**Dr. Peter Blunden, Chair**  
**Joint University/UMFA Anomalies Committee**