



Policy Title:

Salary Administration for Confidential, Managerial, and Professional Support Staff

University Classification & Policy Number:

A-004-22

Approval Body:

Administration

Responsible Designate:

The Associate Vice-President, Human Resources is responsible for the development, administration, and review of this Policy.

Established:

April 1, 1999

Revised:

June 27, 2022

Editorial Revisions:

Not applicable

Scheduled Review:

2027

1.0 Policy Purpose

1.01 The purpose of this Policy is to define the governing framework for determining the salaries of CMP employees and for administering any changes to those salaries.

2.0 Definitions

The following definitions apply to terms as they are used in this Policy:

2.01 “CMP” refers to Confidential, Professional and Managerial Support Staff as outlined in the Employee Organizations and Employment Groups Policy.

2.02 For the purposes of this Policy and its administration, the terms “job” and “position” are used synonymously (e.g. position description and job description).

3.0 Scope

3.01 This Policy applies solely to CMP employees.

4.0 Policy Elements

4.01 Principles

4.01.01 The University of Winnipeg will maintain a compensation system for CMP employees which is based on appropriate market comparisons and considers differences in skill, effort, responsibility and working conditions. Market competitiveness will be reviewed regularly and analyzed to determine market position.

4.01.02 The University will use a formal job evaluation system to categorize jobs and will consider both internal and external job relativity as part of the evaluation process.

4.01.03 The University commits that this system will be administered in a manner that is fair and consistent and without regard to gender, sexual orientation, age, marital status, religious beliefs, ethnic origin or other protected characteristics under *The Human Rights Code*.

5.0 Relevant Legislation

- The Employment Standards Code
- The Employment Standards Regulation
- The Human Rights Code

6.0 Related Policies, Procedures and Institutional Documents

- Salary Administration Procedures
- Employee Organizations and Employment Groups
- Performance Evaluation