

# WESTERN UNIVERSITY

September, 2013

## Administration of the 2013-2014 Salary Anomaly Fund

Under the terms of the 2010-2014 Collective Agreement (CA) between The University of Western Ontario (the Employer) and the University of Western Ontario Faculty Association (the Association), a Salary Anomaly Committee (SAC) has been formed that will administer a Salary Anomaly Fund (SAF) to be distributed first to correct any gender-based salary anomalies and then as Performance-Based Anomaly Adjustments. Details regarding this fund and its administration are provided in the CA Article on *Compensation & Benefits (C&B) Clauses 36 through 39.7*.

Below is a summary prepared by the SAC of information that may be of assistance to those involved in the **2013-2014** application process (i.e., eligible Members and Deans).

### 1. Salary Anomaly Funds Available in 2013-2014

- a) In 2013-2014, the SAF total is **\$200,000** (C&B36).
- b) The first call on this fund is to make Gender-Based Anomaly Adjustments (C&B 38). The SAC has undertaken an analysis of the 2013-14 salaries of Probationary and Tenured Members, Limited-Term Members, and Members who are Basic Scientists in Externally Funded appointments, and has found no evidence of gender-based anomalies. Accordingly, the SAF available for Performance-Based Anomaly Adjustments remains at \$200,000.
- c) The anomaly adjustment for any one Member shall not exceed \$7,500 (C&B 39.4).

### 2. Eligibility to Apply for a Performance-Based Anomaly Adjustment (PBAA)

- a) Must be a Full-Time Member of the faculty bargaining unit as of July 1/13 and have been a Probationary, Tenured, or Limited Term Member on June 30/13, or a Basic Scientist in an Externally Funded Appointment on June 30/13 (C&B Section I, Clause 37, and *Basic Scientists in Clinical Departments, Clause 3*).
- b) Must have a Performance Assessment Indicator (PAI) that is 2.00 or greater (C&B 37.1).

### 3. Criteria for Anomaly Adjustments

The 2010-14 CA states that "Performance-Based Anomaly Adjustments (PBAA) shall be assigned from the Salary Anomaly Fund, to Full-Time Members whose salaries are anomalously low relative to their experience and accomplishment" (C&B 37). The SAC recognizes that salaries are higher in some disciplinary areas than others. The SAC is of the view that the mere fact of a salary difference between disciplines is not of itself evidence of an anomaly.

### 4. Application for a Performance-Based Anomaly Adjustment (PBAA)

- a) Applications for the correction of anomalies may be filed by Members or Deans (C&B 39). Applications filed by Members are first submitted to their Dean, who will forward them to the Office of Faculty Relations.
- b) The application shall consist of a letter setting out the grounds of the claim and a recommended anomaly adjustment (C&B 39.2). In this regard, the Salary Anomaly Committee has determined that it would not be appropriate to provide a template or specific checklist regarding what information should be in the letter of application, as the Committee does not want to prescribe, and by implication, pre-judge the type of information the applicant might wish to include in the letter of application when making a case.
- c) At the time it is submitted to or forwarded to the Office of Faculty Relations, the letter of application must be accompanied by a commentary and recommendation from the Dean of the relevant Faculty (C&B 39.2). The Salary Anomaly Committee requests that for each application the Dean indicate in the commentary if there has been any recent change in the faculty member's highest degree, and correspondingly the year the highest degree was obtained.

### 5. Deadlines for 2013-14 Applications

- a) Nov. 1/13: Applications filed by Members to their Deans (C&B 39)
- b) Dec. 1/13: Applications filed by Deans to Office of Faculty Relations (OFR) (C&B, 39)
- c) Feb. 1/14: SAC recommendations regarding PBAA's to the Provost (C&B, 39.5)
- d) Mar. 1/14: Provost responds to SAC recommendations by informing Committee, the Applicant, and respective Deans, in writing, of the decision on each applicant, with reasons (C&B, 39.5).