



Overview: These guidelines provide criteria and clarification on determining MPP compensation at time of appointment and also on defining the different types of salary adjustments that may be requested for incumbent MPP personnel. The goal of these guidelines is to provide consistency in the request, review, and approval process across the university. See new hire and salary adjustment steps on page 4, and the request form at the end of the guideline.

Salary Types:

I. Appointment Salaries

Technical Letter HR/SA 2000-10 ([HR/SA 2000-10](#)) describes the CSU Management Personnel Plan (MPP). The president has the authority to provide salaries authorized for the appropriate administrative grade level on the established CSU system salary schedules.

A. Regular Appointment - During the recruitment process, HR will provide the recruiting department with compensation data for the position. Such data will include comparisons to similar positions. “Similar positions” are defined as positions in the same MPP level and with a similar scope of authority and responsibility. Comparisons will be made for similar positions within the University and the CSU system. Comparison campuses within the CSU are defined as the **large campuses** in terms of FTE size. A range of minimum and maximum for similar positions within the university and CSU, as well as the average for both, will be provided by HR.

Factors To Be Considered:

- Final salary will be determined based on the applicant’s overall experience and qualifications as well as the compensation data and guidance provided by HR.
- The final offer salary must be determined based on each division’s new offer salary setting protocols.
- The final salary is agreed upon by HR and the hiring department.

B. Interim Or Temporary Appointment - A campus department may need to make an interim or a temporary appointment (e.g. to perform the duties of a vacant position while recruitment is underway). The action shall follow the guidelines set for regular appointments.

C. Supplemental Compensation - Coded Memorandum HR 2009-04 ([HR 2009-04](#)) details the policy on CSU supplemental compensation. “Supplemental compensation” refers to salary and benefit programs not otherwise provided to MPP employees. Examples include housing, housing allowance, automobile, automobile allowance, deferred compensation, etc.

Factors To Be Considered:

- The President will request supplemental compensation via [Supplemental Compensation Request Form](#).
- The campus does not have the authority to provide supplemental compensation without **prior** approval from the Chancellor’s Office.

- Supplemental compensation is appropriate when there is a clearly demonstrated benefit to the SJSU as a basis for the supplemental compensation or the compensation is job related.
- The funding must be from non-General Fund resources.
- The Chief of Staff will provide HR with the final Chancellor's Office approved Supplemental Compensation Request form.

Important Notes:

Non-Athletic Related Supplemental Compensation - For non-athletic related supplemental compensation, funding source exceptions can be requested in those rare cases where supplemental compensation can be provided from General Fund.

MPP Athletic Coaches' Supplemental Compensation - All requests for athletic coach supplemental compensation must follow the procedures outlines in Coded Memorandum [HR 2009-04](#).

Vice Presidents' Compensation - Per Coded Memorandum HR 2009-01 ([HR 2009-01](#)) **prior** review and approval by the Chancellor is required for presidential recommendations of **all** vice presidential compensation actions.

II. Salary Increases

- A. Equity** - Per Coded Memorandum HR 2009-02 ([HR 2009-02](#)) campus presidents "have MPP salary authority to address equity, including market, issues if needed."

Factors To Be Considered:

- Requests are to be approved only in rare circumstances when salary is believed to be out of alignment with similar positions.
- Increase letters must be signed **ONLY** by the President and the authorization may **NOT** be delegated.
- Salary must be compared to positions in the same administrator level and with similar scope of authority and responsibility within both SJSU and the CSU.
- The amount of increase shall be within minimum and maximum range for similar positions within the university and comparison CSU campuses. (HR will provide such information, along with the average, for similar positions.)
- Review is not based on an increase in the quantity of work.
- The final salary is agreed upon by HR and the department.
- Equity salary increases must be reported to the Vice Chancellor of human resources by January 31st of each year for the prior calendar year.

- B. Promotion** - Per Title 5, §42724 the appointing power may promote a MPP employee to a position with greater compensation either within the grade level to which the employee's position is assigned or to a higher grade level. Salary increases for MPPs being promoted should be based on increases in scope of responsibility and authority, or additional responsibilities, as required by CSU policies, and not based on an increase in the quantity of work.

Factors To Be Considered:

- Promotions are generally the result of reorganizations and cannot be used as a substitute for conducting a fair and open recruitment.
- The amount of the increase shall be within the minimum and maximum range for similar positions within the university and comparison CSU campuses. HR shall provide such information, along with the average, for similar positions.
- The final salary is agreed upon by HR and the department.

C. Interim Appointment (SJSU Employees Only)

When a campus department needs to make an interim appointment (to perform the duties of a vacant position while recruitment is underway), the department may choose to appoint an existing employee.

Factors To Be Considered:

- MPPs shall not receive stipends.
- Increases resulting from interim appointments may be appropriate for the duration of the interim appointment.

D. Merit Salary Increase - Merit increases are based on meritorious performance as documented by the annual performance evaluation and are usually effective July 1st of each fiscal year. Merit salary increases can only be granted under [CSU MPP Merit program](#), and ranges are established by the President and Cabinet under the guidelines and requirements issued by specific CSU Chancellor's Office Memorandum for each fiscal year in which there is an MPP merit increase program.

Factors To Be Considered:

- The increase is based on meeting performance goals as assessed by a performance evaluation.
- Performance evaluation is completed for merit period.
- Performance evaluation rating indicates that no improvement is needed.

E. Merit Bonus Program - Coded Memorandum HR 2009-03 ([HR 2009-03](#)) gives CSU presidents the discretionary authority to award a bonus if either of the following occurs:

- An employee meets specific measurable standards that were spelled out at the beginning of an evaluation period that indicate if specific actions are met a merit bonus pay adjustment will be provided.
- An employee meets a specific stated objective that is both articulated in advance and is measurable.

Factors To Be Considered:

- A final decision must be made to implement the University's MPP and Confidential Employee Bonus Program prior to granting bonuses.
- Fiscal environment will be considered prior to implementation of the University's MPP and Confidential Employee Bonus Program.

Steps For New MPP Hires:

1. Department completes request for hire via e-Recruit.
2. Department follows established selection protocol.
3. Equal Opportunity & Workforce Planning (EO & WFP) sends department's manager "Ok to Extend Offer" e-mail.
4. EO & WFP prepares offer letter for President's signature.
5. EO & WFP e-mails the department's manager and the employee the **final** signed offer letter by the President and the HR approved Position Description.
6. HR files, in the employee Personnel file, accepted and signed offer letter and Position Description.

Steps For MPP Salary Adjustments:

1. Department submits the **MPP Salary Adjustment Request Form** along with applicable supporting documentations.
2. EO & WFP partners with the department.
3. EO & WFP prepares the salary adjustment letter and e-mails it to the President for signature.
4. EO & WFP e-mails the department's manager and the employee the **final** signed adjustment letter by the President and the HR approved Position Description, if applicable.
5. The department's manager returns the signed Position Description via e-mail at: class.comphr@sjsu.edu, or zip 0046.
6. HR files, in the employee Personnel file, signed adjustment letter by the President as well as the signed Position Description by the employee and his or her manager.

Important Notes:

- All salary adjustment letters **except** those for Equity increases are signed by the President or his designee.
- Equity increase letters CAN ONLY be signed by the President. The approval authority of Equity increases **CANNOT** be delegated.
- All new hire offer letters are signed by the President or his designee.
- Any salary proposals or adjustments outside the maximum range **must** be approved by the Director of EO & WFP in consultation with the Associate Vice President of HR.
- For Supplemental Compensation, the Chief of Staff will provide HR with the final Chancellor's Office approved Supplemental Compensation Request form.

References:

[MPP Policies and Programs](#)

[Title 5 Regulations for the Management Personnel Plan](#)

[CSU HR Letter 2009-01, Compensation for Vice Presidents](#)

[CSU HR Letter 2009-02, Management Personnel Plan - Equity Increase Program Update](#)

[CSU HR Letter 2009-03, Management Personnel Plan - Merit Bonus Program Update](#)

[CSU HR Letter 2009-04, Management Personnel Plan - Supplemental Compensation](#)

INSTRUCTIONS

Please complete this form to request a salary adjustment for an Administrator. After all approvals have been obtained, please forward this form along with the Position Description and Organizational Chart to the EO & WFP office via e-mail at: class.comphr@sjsu.edu, or zip 0046. See MPP Salary Guideline for further details.

For Promotion requests, please attach a brief description, explaining the increase in scope of responsibility and authority, additional responsibilities, or the reorganization.

PART I: Requestor's Information (Must be a Manager - per the Higher Education Employer-Employee Relations

Name:	Phone Number:
Title:	Email Address:

PART II: Employee's Current Information

Name:	Employee ID:
University Division: <input type="checkbox"/> Academic Affairs <input type="checkbox"/> Administration & Finance	<input type="checkbox"/> President's Office <input type="checkbox"/> Intercollegiate Athletics <input type="checkbox"/> Student Affairs <input type="checkbox"/> University Advancement
Department:	Salary: \$ /month
Department ID:	Unit:
Position#:	Working Title:
Job Code:	Administrator level: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV

PART III: Action Requested

<input type="checkbox"/> Equity Increase	<input type="checkbox"/> Supplemental Compensation
<input type="checkbox"/> Promotion	<input type="checkbox"/> Merit Bonus Program
<input type="checkbox"/> Salary Increase for Interim Appointment at Time of Appointment	

PART IV - FOR HR USE ONLY: Changes (Leave Blank If Not Applicable)

Effective Date:	End Date (If Applicable – e.g., Interim Increase):
University Division: <input type="checkbox"/> Academic Affairs <input type="checkbox"/> Administration & Finance	<input type="checkbox"/> President's Office <input type="checkbox"/> Intercollegiate Athletics <input type="checkbox"/> Student Affairs <input type="checkbox"/> University Advancement
Department:	Salary: \$ /month
Department ID:	Unit:
Position #:	Working Title:
MPP Job Code:	Job Code Suggestion: <input type="checkbox"/> 3318 <input type="checkbox"/> 3312 <input type="checkbox"/> 3306 <input type="checkbox"/> 3300
Comments (e.g., Special Compensation Instructions)	

EO & WFP Analyst Signature: _____ Date: _____ PS Representative Signature: _____ Date: _____