

# SUPERCEDED BY HR 2013-04



Office of the Chancellor  
401 Golden Shore, 4<sup>th</sup> Floor  
Long Beach, CA 90802-4210  
562-951-4411  
email: hradmin@calstate.edu

Date: January 30, 2009

Code: HR 2009-01

To: CSU Presidents

From: Gail E. Brooks  
Vice Chancellor  
Human Resources

Subject: Compensation for Vice Presidents

## Overview

**Audience:** CSU Presidents, HR Officers, AVPs/Deans of Faculty Affairs and campus designees responsible for administering compensation

**Action Item:** Submit proposed vice presidential compensation actions to the vice chancellor of human resources

**Affected Employee Groups/Units:** Vice Presidents

## Summary

Pursuant to the Board of Trustees Resolution RBOT 01-08-01, this HR Letter implements the new compensation approval requirements for all vice president salary transactions.

**Background:** Pursuant to the Board of Trustees Resolution RBOT 01-08-01, the chancellor is required to review and approve presidential recommendations for all vice presidential compensation actions. "Salary transactions" include the initial salary at the time of appointment as a vice president, as well as subsequent salary increases (including merit, equity and change of job duties), MPP bonuses, and supplemental compensation from all fund sources. In addition, any additional employment also must be approved in advance whether for the CSU or for CSU foundations or other auxiliary organizations.

**Approval Process:** As communicated by the chancellor in a memorandum dated February 27, 2008 (attached), the vice chancellor of human resources will assist with administering this process. The attached forms are provided to streamline and expedite the approval process. The campus president will submit the completed form, along with any pertinent documentation, to the vice chancellor of human resources for submission to the chancellor. The vice chancellor of human resources or designee will notify the requester of the chancellor's approval.

---

### Distribution:

CSU Chancellor  
Executive Vice Chancellors  
Vice Chancellors  
Vice Presidents (all campus vice presidents)

Associate Vice Presidents/Deans of Faculty Affairs  
Human Resources Officers  
Payroll Officers

# SUPERCEDED BY HR 2013-04

HR 2009-01  
Page 2 of 2

Vice presidential compensation authorization request forms can be downloaded from the MPP Salary Program Web page at: <http://www.calstate.edu/HRAdm/SalaryProgram/MPP/index.shtml>. Payroll processing instructions for MPP salary programs are also available at: <http://www.calstate.edu/HRAdm/SalaryProgram/MPP/index.shtml>.

This document is available on the Human Resources Administration Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

Questions regarding MPP compensation, including vice presidential compensation approval procedures, may be directed to Human Resources Administration at (562) 951-4411.

GEB/en

Attachments

THE CALIFORNIA STATE UNIVERSITY  
OFFICE OF THE CHANCELLOR

BAKERSFIELD

February 27, 2008

CHANNEL ISLANDS

CHICO

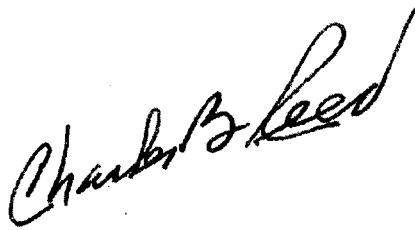
**MEMORANDUM**

DOMINGUEZ HILLS

TO: CSU Presidents

FAST BAY

FROM: Charles B. Reed  
Chancellor



FRESNO

FULLERTON

SUBJECT: Compensation for Vice Presidents

HUMBOLDT

At the January 22, 2008 meeting of the California State University Board of Trustees, an item was approved in response to the state audit of CSU compensation practices.

LONG BEACH

One part of the item requires me to review and approve presidential recommendations for vice presidential compensation at the initial appointment and subsequently. It states as follows:

LOS ANGELES

MARITIME ACADEMY

“To achieve better transparency, the chancellor will review presidential recommendations for vice presidential compensation (salary, salary increases, bonuses, and supplemental forms of compensation) and from all fund sources at the initial appointment and in subsequent years, and will provide an annual report to the trustees on vice presidential compensation to be made in September if compensation actions have been taken, or in November.”

MONTEREY BAY

Interim Vice Chancellor Gail Brooks will assist me with administering this new process.

NORTHRIDGE

POMONA

For all salary transactions regarding vice presidents that occur on or after January 22, 2008, please send your documentation stating the reason for the transaction to Vice Chancellor Brooks prior to implementation at your campus. She will forward your documentation along with her recommendation to me for final approval.

SACRAMENTO

SAN BERNARDINO

SAN DIEGO

SAN FRANCISCO

SAN JOSÉ

SAN LUIS OBISPO

“Salary transactions” include the initial salary at the time of appointment as a vice president, as well as subsequent salary increases (including merit, equity and change of job duties), MPP bonuses, and supplemental type of compensation.

SAN MARCOS

SONOMA

STANISLAUS

CSU Presidents  
February 27, 2008  
Page Two

Please take particular note that the compensation which requires review and approval under this process includes pay from all fund sources.

I will provide an annual report to the trustees on vice presidential compensation in September if MPP merit increases have been processed, or else in November, based on the latest compensation data.

CBR/bg

c: Vice Chancellors  
Vice Presidents, Administration  
Provost/Vice Presidents, Academic Affairs  
Directors, Human Resources

# SUPERCEDED BY HR 2013-04



The California State University  
SYSTEMWIDE HUMAN RESOURCES

Vice President Compensation Authorization

*New Appointment*

Campus Information and Approval			
Contact:		Campus:	
Phone:		Fax:	
		Email:	
President's Signature:			Date:

Incumbent Information			
Name		Effective Date	
Working Title			
MPP Admin Grade Level	<input type="checkbox"/> Admin IV		
Is this a Temporary Appointment?	<input type="checkbox"/> No <input type="checkbox"/> Yes – Provide: Start Date: End Date:		

Salary Information	
Annual Salary (Base Pay)	\$
Funding Source	<input type="checkbox"/> General Fund <input type="checkbox"/> Foundation <input type="checkbox"/> Other:
Is the proposed salary above the Admin IV salary range maximum?	<input type="checkbox"/> No <input type="checkbox"/> Yes – Attach justification

Supplemental Compensation Information (Ref: HR 2009-04)	
Will this offer include supplemental compensation? (e.g., auto allowance, housing)	<input type="checkbox"/> No <input type="checkbox"/> Yes – Attach details and justification
Payment Amount and Frequency	\$ <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annual
Funding Source	<input type="checkbox"/> General Fund <input type="checkbox"/> Foundation <input type="checkbox"/> Other:

Additional Appointments/Employment	
Will this incumbent have any additional employment? (e.g., lecturer, CSU foundations or other auxiliary orgs.)	<input type="checkbox"/> No <input type="checkbox"/> Yes – Specify: FTE:
Amount of additional compensation	\$
Funding Source	<input type="checkbox"/> General Fund <input type="checkbox"/> Foundation <input type="checkbox"/> Other:

Additional Information (Provide brief background on appointment, e.g., filling vacancy, interim apt., temporary apt.)	

Chancellor's Office Approval	
Senior Director Compensation	Date:
Vice Chancellor Human Resources	Date:
Chancellor	Date:

# SUPERCEDED BY HR 2013-04



## Vice President Compensation Authorization Change Request

Campus Information and Approval			
Contact:		Campus:	
Phone:		Fax:	
Email:		Date:	
President's Signature:			

Proposed action is requested under which MPP salary program:	
<input type="checkbox"/> Additional Employment	Attach details – additional CSU apts., CSU foundations or other auxiliary orgs.
<input type="checkbox"/> Equity Increase	Refer to HR 2009-02 and attach appropriate documentation.
<input type="checkbox"/> Merit Bonus	Refer to HR 2009-03 and attach appropriate documentation.
<input type="checkbox"/> Merit Salary Increase	Only used during annual merit salary increase review.
<input type="checkbox"/> Reassignment/Change in MPP Job Code	Attach documentation regarding change in duties and responsibilities.
<input type="checkbox"/> Supplemental Compensation	Refer to HR 2009-04 and attach appropriate documentation.

Employee Information			
Last Name		First Name	

	Current Information	Proposed Information
Working Title		
MPP Admin Grade Level	<input type="checkbox"/> Admin I <input type="checkbox"/> Admin III <input type="checkbox"/> Admin II <input type="checkbox"/> Admin IV	<input type="checkbox"/> Admin III <input type="checkbox"/> Admin IV
Annual Salary (Base Pay)	\$	\$
For equity, bonus or supplemental - provide payment amount and frequency	\$ <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other:	\$ <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other:
Funding Source	<input type="checkbox"/> General Fund <input type="checkbox"/> Foundation <input type="checkbox"/> Other:	<input type="checkbox"/> General Fund <input type="checkbox"/> Foundation <input type="checkbox"/> Other:
Effective Date and/or Payment Date		

Additional Information (Provide a brief description of proposed change.)

Chancellor's Office Approval	
Senior Director Compensation	Date:
Vice Chancellor Human Resources	Date:
Chancellor	Date: