

Date: January 30, 2009 Code: HR 2009-04
To: CSU Presidents Supersedes: HR 2002-20
From: Gail E. Brooks *Gail Brooks* Reference: HR 2009-01, HR/Salary 2002-19
Vice Chancellor
Human Resources
Subject: Management Personnel Plan – Supplemental Compensation

Overview

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

Action Items: Implement new procedures for submitting MPP supplemental compensation requests, including vice presidents and MPP athletic coaches

Affected Employee Groups/Units: Management Personnel Plan (MPP) employees

Summary

This policy has been updated to incorporate the new compensation approval requirements for vice presidents and MPP athletic coaches and to provide additional clarification.

The California State University (CSU) MPP Supplemental Compensation Policy has been updated to incorporate new procedures for MPP athletic coaches' compensation as a result of an internal audit of Athletics administration as well as vice presidential compensation pursuant to the Board of Trustees Resolution RBOT 01-08-01, requiring the chancellor to review and approve all vice presidential compensation actions.

This policy has been updated to incorporate the new compensation approval requirements for vice presidents and MPP athletic coaches and to provide additional clarification. Campus designees responsible for CSU compensation and employment programs should read the policy listed below for more details. Changes are noted in underlined text.

MPP Supplemental Compensation:

With regard to MPP employees, the campus president has the authority to provide salaries authorized for the appropriate administrative grade level on the established CSU system salary schedules. Salary increases may be provided during the annual merit salary increase program, when there is a change in the MPP assignment that results in a change in the administrative grade level and/or the MPP job code or when a president has determined an equity increase appropriate. A Merit Bonus Program is also available. Except as noted below, the campus does

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

not have the authority to augment or provide supplements to MPP employee salaries regardless of the source of funding of the augmentation or supplement.

MPP benefits (retirement, medical insurance, life insurance, etc.) are provided to MPP employees through approved systemwide benefit programs. In accord with the policy of the Board of Trustees adopted in March 1996, the chancellor has the authority to approve benefit programs for MPP (and other non-represented) employees. Except as noted below, the campus does not have the authority to provide supplemental benefits to MPP employees such as automobiles, automobile allowances, housing, deferred compensation, etc., regardless of the source of funding.

Exceptions Provided to MPP Employees: It is recognized that, in some cases, it may be appropriate to provide supplemental compensation¹ to MPP employees. Where supplemental compensation is appropriate, there must be a clearly demonstrated benefit to the CSU as a basis for the supplemental compensation and the funding must be from non-General Fund resources. For all MPP employees, except vice presidents, there must be written approval from the vice chancellor of human resources prior to providing supplemental compensation. For vice presidents, the chancellor's approval is required as noted below (Approval Process for Vice Presidents). For non-athletic related supplements, funding source exceptions can be requested in those rare instances where it is appropriate to provide supplemental compensation from General Fund resources.

General Approval Process: The chancellor delegated authority to the vice chancellor of human resources to approve MPP supplemental compensation exceptions. To streamline and expedite the approval process, a form is attached for presidential use. The attached MPP supplemental compensation request form can be downloaded from the Web at: http://www.calstate.edu/HRAdm/SalaryProgram/MPP/MPP_SuppCompForm.dot.

Procedure for Approval of MPP Supplemental Compensation:

1. The campus president will complete the attached form and submit to the vice chancellor of human resources.
The request form indicates:
 - A. The name, title, administrative grade level and current annual salary of the employee to receive the supplemental compensation.
 - B. The reason for the proposed supplemental compensation and the benefit to the CSU.
 - C. The description and annual value of the supplemental compensation, and the proposed beginning and ending dates of the supplement.
 - D. The source of funds for the supplemental compensation with indication of appropriate approvals (of the foundation board of directors, granting agency, etc.).
2. The vice chancellor of human resources will review the request for supplemental compensation and indicate the decision in writing. In the case of approved supplemental compensation, both the request from the campus president and the approval from the vice chancellor of human resources shall be placed in the personnel file of the MPP employee receiving the supplement.

Approval Process for MPP Athletic Coaches: As a result of the recent internal audit of Athletics administration, supplemental compensation for all MPP athletic coaches must be submitted to the vice chancellor of human resources using the procedure above. The appointment document also must be provided at this time. (Refer to [HR 2008-26](#) for additional information regarding MPP athletic coach employment.)

¹ "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. Supplemental compensation does not refer to an additional position granted (e.g., Lecturer) as this falls under the Additional Employment policy.

Approval Process for Vice Presidents: Pursuant to the Board of Trustees Resolution RBOT 01-08-01, all vice presidential compensation must be approved by the CSU Chancellor and this authority cannot be delegated. As such, presidents must follow the approval procedure outlined in [HR 2009-01](#) (Vice President Compensation).

The MPP Supplemental Compensation Request form, in addition to vice presidential compensation authorization request forms, are available on 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 may be directed to Human Resources Administration at (562) 951-4411.

GEB/en

Attachment

Management Personnel Plan (MPP) Employees
Supplemental Compensation Request

Note: If request is for a vice president, use VP Compensation Authorization forms.

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

Employee Information	
Name	
Working Title	
MPP Admin Grade Level	<input type="checkbox"/> Admin I <input type="checkbox"/> Admin II <input type="checkbox"/> Admin III <input type="checkbox"/> Admin IV
Is this a Temporary Appointment?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Annual Salary (Base Pay)	\$

Supplemental Compensation Information (Ref: HR 2009-04) – Complete information below and/or attach details		
	CSU Funded	Foundation or Other Funds
Funding source	<input type="checkbox"/> General Fund <input type="checkbox"/> Other:	Specify:
Description	<input type="checkbox"/> Auto Allowance <input type="checkbox"/> Other:	<input type="checkbox"/> Auto Allowance <input type="checkbox"/> Other:
Reason for supplemental compensation (benefit to CSU)		
Annual value of supplemental compensation	\$	\$
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:
Effective Date(s) or Payment Date	Begin Date: _____ End Date: _____ One Time Payment – Date: _____	Begin Date: _____ End Date: _____ One Time Payment – Date: _____

Additional Information	
Has your campus implemented similar supplemental compensation payments for this or comparable positions in the past three years?	<input type="checkbox"/> Yes – Attach list with name(s), position and supplemental compensation previously approved. <input type="checkbox"/> No
Comments/Other Information	

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