

Date: January 30, 2009 Code: HR 2009-02  
To: CSU Presidents Supersedes: HR 2002-19  
From: Gail E. Brooks *Gail Brooks* Reference: HR 2009-01  
Vice Chancellor  
Human Resources  
Subject: Management Personnel Plan – Equity Increase Program Update

Overview

**Audience:** CSU Presidents, HR Officers, AVPs/Deans of Faculty Affairs and campus designees responsible for administering compensation  
**Action Items:** Follow new procedures for equity increases for vice presidential salary transactions  
**Affected Employee Groups/Units:** All Management Personnel Plan (MPP) employees

Summary

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

The California State University (CSU) Management Personnel Plan (MPP) Equity Increase Program has been updated to incorporate new procedures for 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 to provide additional clarification. Campus designees responsible for CSU compensation and employment programs should read the program guidelines listed below for more details. Changes are noted in underlined text.

**MPP Equity Increase Program:**

Presidents have MPP salary authority to address equity, including market, issues if needed. The following guidelines are to be followed when making an equity salary determination for an MPP employee:

- Equity salary increases may be authorized only by the president and the authorization may not be delegated.
- Equity salary increases are to be approved only in rare circumstances based upon appropriate documentation.

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**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

- Presidents are to report equity salary increases to the vice chancellor of human resources by January 31<sup>st</sup> of each year for the prior calendar year. The report is to include the following information: employee name; employee position; increase amount; increase effective date; and new salary rate.

**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](#) (Compensation for Vice Presidents).

Payroll processing instructions for MPP salary programs are available on the Web 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.

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