

## MPP Appointment and Compensation Action Checklist

	<b>Responsible Party</b>	<b>Action Step</b>
#1	MPP Supervisor	Contact appropriate HR Analyst/Manager to discuss proposed action, timeline and next steps (preferred).
#2	MPP Supervisor	Prepare required documents ( <i>see attachment A for list of documents required for each action</i> ).  Submit documents to division Vice President for review and signature.
#3	Vice President's Office	Review and submit signed documents to Human Resources.
#4	HR Analyst/Manager	Review to ensure documentation is complete and signed.  Send the following notification via e-mail to AVP of Diversity, Educational Equity, Inclusion and Ombuds: <ul style="list-style-type: none"> <li>• Human Resources has received a request from (<i>name of initiating MPP Supervisor</i>) to review and process the following MPP action (i.e. promotion, reclassification, merit bonus, etc.) for _____(name of impacted MPP, if applicable). HR has been asked to review and complete this action within the following timeframe _____ (if applicable). Please let us know if you have questions or concerns with this action.</li> <li>• Subject line: MPP Action Notice for Review</li> </ul>
#5	AVP Diversity, Ed Equity, Inclusion and Ombuds	Review notification of MPP action from HR. As soon as possible (but within 72 hours), reply to the e-mail stating that there are no concerns, or stating that there are potential concerns and additional information is needed. If no response is received within 72 hours, HR will move forward with the next steps assuming no concerns from the AVP Diversity perspective. Additionally, there may be exceptional circumstances where AVP Diversity is asked to respond immediately.
#6	HR Analyst/Manager	If no concerns identified by AVP Diversity, proceed to step #7.  If concerns are identified by AVP Diversity, provide additional information as requested or refer AVP Diversity to the MPP Supervisor initiating the action, as appropriate.
#7	HR Analyst/Manager	Review and finalize the action in accordance with appropriate CSU/campus policies and HR internal procedures.  Send appropriate recommendation memo/e-mail to MPP Supervisor to include notification that President's approval is required to finalize the action.
#8	MPP Supervisor	Prepare PAN and route for appropriate administrator signatures, including division Vice President and President Haynes.

### Documentation Required for MPP Appointment and Compensation Actions

Type of Action	Documentation Required to Initiate Review of Action
<b>Appointments</b>	
Sr. Administrative Appointments (MPP reports to VP or President)	<ol style="list-style-type: none"> <li>1. <a href="#">Personnel Requisition</a> form signed by appropriate administrators up to and including President Haynes.</li> <li>2. MPP Position Description signed by MPP Supervisor.</li> </ol>
New hire/appointment not covered by the Sr. Administrative Appointment policy (via recruitment or direct appointment by President)	<ol style="list-style-type: none"> <li>1. <a href="#">Personnel Requisition</a> form signed by appropriate administrators up to and including President Haynes.</li> <li>2. MPP Position Description signed by MPP Supervisor.</li> </ol>
Temporary appointment to interim position (e.g., Faculty appointment to Associate Dean)	<ol style="list-style-type: none"> <li>1. Memo requesting the temporary appointment, to include the employee's qualifications for the position, length of temp appt., and requested salary.</li> <li>2. MPP Position Description signed by MPP Supervisor.</li> </ol>
Promotion – appointment to a higher level MPP position or from staff to MPP position without formal recruitment	<ol style="list-style-type: none"> <li>1. Memo requesting the promotion, to include the employee's qualifications for the position and requested salary.</li> <li>2. MPP Position Description signed by MPP Supervisor.</li> </ol>
Reassignment – appointment to same level MPP position	<ol style="list-style-type: none"> <li>1. Memo requesting the reassignment, to include the employee's qualifications for the position and requested salary.</li> <li>2. MPP Position Description signed by MPP Supervisor.</li> </ol>
Reclassification of staff employee into MPP position (results in MPP appointment)	<ol style="list-style-type: none"> <li>1. Memo requesting classification review, to include a brief summary of the changes in the employee's current position that would warrant classification in the MPP.</li> <li>2. MPP Position Description signed by MPP Supervisor.</li> <li>3. Current department org chart.</li> </ol>
Additional appointments – to another MPP position	<ol style="list-style-type: none"> <li>1. Memo requesting the additional appointment, to include the employee's qualifications for the position, length of appt. (if temporary), and requested salary.</li> <li>2. MPP Position Description signed by MPP Supervisor.</li> </ol>
<b>Compensation</b>	
Equity increase	<ol style="list-style-type: none"> <li>1. Per CSUSM policy, memo requesting an equity increase, to include the requested salary and rationale for the equity review (e.g. market salary data to support requests based on external equity issues; information from the annual CSU MPP salary survey or CSUSM salary data to support requests based on internal equity issues, etc.)</li> </ol>
Merit Bonus	<ol style="list-style-type: none"> <li>1. Memo requesting a merit bonus, to include the proposed bonus amount, details about the measurable objective that was articulated to the MPP in advance, and confirmation that the objective has been met.</li> <li>2. <a href="#">CSUSM Bonus Request Form</a></li> </ol>
Supplemental Compensation	<ol style="list-style-type: none"> <li>1. Memo requesting the type, amount, and rationale for supplemental compensation being requested.</li> <li>2. <a href="#">CSU MPP Supplemental Compensation Request Form</a>.</li> </ol>
Vice President Compensation	<ol style="list-style-type: none"> <li>1. Vice President compensation actions are handled directly by the Office of the President in coordination with the Chancellor's Office, as required. <a href="#">CSU VP Compensation Authorization Request Form</a> must be submitted to CO by the President's Office.</li> </ol>