

Cal Poly Pomona

Approval Delegations for Staff and Management Employment & Compensation Actions (E&CAs)

Revised January 2017

These guidelines incorporate enhanced position control procedures whereby position numbers are permanent, regardless of the individual who fills the position. This chart, established to provide consistency with respect to employment and compensation actions (E&CA), provides information on the approval guidelines. Human Resources continues to determine the classification levels for all E&CAs based on the position description. Any employment/compensation action that exceeds the salary increase specified in this document or causes an internal equity issue will be identified by Human Resources and discussed with the hiring manager. Exceptions must have Vice Presidents' and President's approval. Please refer to this chart for guidance as you submit the items listed below. Forms and procedures are available through the Employment and Compensation website. For minimum approval requirements on MPP transactions, please refer to the specific MPP transactions listed.

Staff Actions

Action	Definition	HEERA Mgr.	VP	President
Hiring: New Position (probationary)	Addition to workforce with funding identified. New position number required.		✓	
Hiring: New Position (temporary)	Addition to workforce with funding identified. New position number required.		✓	
Hiring: Existing Position/Replacement (probationary)	No addition to workforce. Replacing an existing position that previous incumbent vacated and for which funding has been established. Classification level could change dependent on position description. May have to add funding for additional salary if classification changes. New position number not needed.		✓	

Staff Actions

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Hiring: Existing Position/Replacement (temporary)	No addition to workforce. Replacing an existing position that previous incumbent vacated and for which funding has been established. Classification level could change dependent on position description. May have to add funding for additional salary if classification changes. New position number not needed.		✓	
Hiring: Retired Annuitant (Staff)	Hiring on a temporary, hourly basis, a former employee who worked for Cal Poly Pomona or other CSU (may have been in another classification). Limited to working 960 hours in a fiscal year. Must meet pension reform requirements of a 180 day break and be age 55 or greater and not have collected unemployment from CSU/State Agency employment. The retiree's rate of pay must be comparable to that paid to other employees performing similar duties in the assigned job classification. HR to request new Temporary position number from Budget Services.		✓	
Temporary Emergency (TE) Hires - Appointments are for set timebase or Temporary, Hourly, Intermittent (THI)	Hiring on a short-term, temporary basis (TEs are recruited through an open, ongoing recruitment which is posted on the Job Opportunities website). TE appointments are limited to 180 day hire for CSUEU (Units 2, 5, 7 & 9) and 120 day hire for APC (Unit 4) positions. If a recruitment for a permanent position will be conducted while the TE is employed, position number will be the same as the recruitment. A new position number may be required if a TE is for a special project and no recruitment for a permanent position is being sought. THI appointments are limited to no more than 1,000 hours in a fiscal year.		✓	

Staff Actions

Action	Definition	HEERA Mgr.	VP	President
Student Assistant Hires	Hiring eligible student assistant(s) for a department or college. Use existing position number or complete request for new number for different classification or new funding source (Budget Forms).	✓		
Temporary Reassignments	Reassigning to a higher classification level. Incumbent receives a 5% salary increase or is brought to minimum of new salary range (whichever is greater). Length of reassignment is up to 18 months for CSUEU and up to 24 months for Unit 4. Contact HR for guidance on reassignment length for MPP and other bargaining units. President's approval is required for anything beyond 5%. Department should consult with HR/Budget Services for position number; multiple scenarios exist.		✓	(If > than 5% increase)
Temporary Pools (recruitments)	Ongoing recruitments for temporary pools (custodial, proctor, dispatcher, etc.). These pools already have position numbers.		✓	
Extensions (Includes temporary appointments, temporary reassignments, temporary emergencies, retired annuitants)	Extending employees who have end dates in their temporary appointments (not to exceed amount of time specified in union contract). President's approval required for extensions in CSUEU after 3 years; Unit 4 before 3 years; Unit 6 after 2 years.		✓	Extensions in CSUEU after 3 years; Unit 4 before 3 years; Unit 6 after 2 years

Staff Actions

Action	Definition	HEERA Mgr.	VP	President
Time Base Change (Permanent)	Permanent change to number of hours incumbent is working. Time base changes may have benefits implications. Note: Request for time base changes are typically voluntary/initiated by the employee. If not voluntary, different rules apply, e.g. it is necessary to use the layoff process to effect time base reductions.		✓	
Reclassifications	A staff position where the job duties have changed enough that HR reclassifies the position to a higher level. Salary increase is 5% or the minimum of the new salary range, whichever is greater. President's approval is required for anything beyond 5%. Position number remains the same.		✓	(If > than 5%)
In-Range Progression Salary Increase	A salary increase within a classification's salary range; minimum 3% increase. President's approval needed for above 5%.		✓	(If > 5% increase)
CSUEU Stipends (and extensions) Typically for an initial period of 1 year or less. Total length of stipend should not exceed 2 years.	Temporary salary increase for lead duties, project coordination, or being "on-call". VPs approval for 3 - 5%. President's approval for above 5%.		✓	(If > 5% increase)
Permanent Reassignment	Reassigning incumbent to the same classification in another department and/or division. Funding implications for unit need to be addressed prior to move. No salary increase. Department should consult with HR/Budget Services for position number; multiple scenarios exist.		✓	

Staff Actions

Action	Definition	HEERA Mgr.	VP	President
Conversion from Temporary to Permanent (Probationary) Appointment	An incumbent that was hired through a temporary recruitment and department now has funding to make the position permanent or probationary. No salary increase for this action. Department must identify permanent funding for this new permanent position. New position number not required.		✓	
Temporary to Permanent (per applicable collective bargaining agreement)	Status change only. Permanent status received through collective bargaining agreement: CSUEU after 4 years; Unit 4 after 4 years; Unit 6 after 3 years. (See also "Extensions" and requirement for President's approval of temporary extensions in CSUEU after 3 years; Unit 4 after 3 years; Unit 6 after 2 years.) Inform Budget Services of Status Change.			✓
Leave of Absence (With/Without Pay) based on a legal/benefit entitlement (FML, Military Leave, Organ Donor Leave, etc.)	See Payroll website for guidelines and procedures	✓		
Leave of Absence (With/Without Pay) Not Based on a Legal/Benefit Entitlement (personal leave, legal/benefit entitlement)	See Payroll website for guidelines and procedures		✓	

Cal Poly Pomona

Management Personnel Plan (MPP) HR Actions

All MPP hiring and compensation actions delegated to the VP level are to be done in consultation with the President. MPP appointments at the Administrative Grade Levels (AGL) III and IV are subject to the provisions of Cal Poly Pomona Policy No. 1310 (formerly Appendix 14) (<http://www.cpp.edu/~academic-programs/univ-manual/overview/academic-manual.shtml>). Note: All positions with an appointment of at least 1/2 time (.5) for more than 6 months also have an associated benefits cost.

Action	Definition	HEERA Manager	VP (Must Consult with President)	President
Hiring a MPP: AGL I, II, III, IV: New Position**	Addition to workforce with funding identified. New position number required.			✓
Hiring a MPP: AGL I, II, III, IV: Replacement**	No addition to workforce. Replacing an existing position in same department, use existing position that previous incumbent vacated and for which funding has been identified.			✓
Hiring a Retired Annuitant MPP: AGL I, II, III, IV	Limited to working 960 hours in a fiscal year. Must meet pension reform requirements of a 180 day break and be age 55 or greater and not have collected unemployment from CSU/State Agency employment. The retiree's rate of pay must be comparable to that paid to other employees performing similar duties in the assigned job classification. New temporary MPP position number is required.			✓

*Please refer to the Policy and Procedure for Changing a MPP Employee's Working Title.

**Academic Senate consultation required for hiring/reassignment actions for AGL III, IV--refer to [Policy 1310 \(formerly Appendix 14\)](#).

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Action	Definition	HEERA Manager	VP (Must Consult with President)	President
Appointing an Interim MPP: AGL I, II, III, IV (typically initial appointment is 1 year or less)	Typically incumbent is coming from outside of Cal Poly Pomona. Hiring in same department at same level, vacant MPP position number is used. Otherwise, a new temp position number is required. For current employees, please refer to temporary reassignments listed on the next page.			✓
Extending an Interim MPP: AGL I, II, III, IV (total interim appointment cannot exceed 2 years)	Extending employees who have end dates in their appointments.			✓
Temporarily reassigning a staff member to an Interim MPP AGL I or II position	Temporarily reassigning a staff member to a vacant MPP I or II position with salary increase. New position number not required. Note: Unit retreat right rules and time periods apply.			✓

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Action	Definition	HEERA Manager	VP (Must Consult with President)	President
Temporarily reassigning an existing MPP to a lateral or higher level AGL I, II, III or IV position**	No salary increase for lateral move. For a higher level move, salary increase percentage is at management's discretion. If temporarily "Acting" and filling in for an MPP position, employee stays in current position, position is temporarily reclassified with new job code, working title, MPP code. If temporarily "Interim" and position is vacant, employee moves into vacant position. Position is updated with correct job code, working title, MPP code.			✓
Permanently reassigning an existing MPP to a lateral MPP I, II, III or IV position**	Permanently reassigning an existing MPP to another similar level MPP job, with new/changed job duties. No salary increase. Employee moves to vacant MPP position. If MPP position does not exist in new department, a new MPP position is required. Prior MPP position may be deactivated.			✓

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Action	Definition	HEERA Manager	VP (Must Consult with President)	President
Reassigning to an Interim or regular MPP appointment: AGL I, II, III, IV (typically initial appointment is 1 year or less)**	Reassigning an existing MPP (or faculty) to an Interim or regular MPP appointment. If temporarily "Interim" and position is vacant, employee moves into vacant position. Position is updated with correct job code, working title, MPP code.			✓
MPP Salary increase for significant additional duties: AGL I, II, III, IV	Needs to be justified and requires an updated position description.			✓
MPP Equity Increase (all levels)	Needs to be justified. All MPP equity increases are required to be reported to the Chancellor's Office.			✓
MPP Supplemental Compensation	A supplement to a MPPs pay, such as a car allowance. Supplements are very rare and handled on a case-by-case basis.	Chancellor's Office		
MPP Working Title Change: AGL I and II*	Changing a MPP I or II position's working title.		✓	

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Action	Definition	HEERA Manager	VP (Must Consult with President)	President
MPP Working Title Change: AGL III and IV*	Changing a MPP III or IV position's working title.			✓
Leave of Absence (With/Without Pay) based on a legal/benefit entitlement (FML, Military, Organ Donor, etc.)	See Payroll website for guidelines and procedures	✓		
Leave of Absence (With/Without Pay) Not Based on a Legal/Benefit Entitlement (personal leave, legal/benefit entitlement exhausted, etc.)	See Payroll website for guidelines and procedures		✓	

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