

Overview

The following guidelines should be used to determine salary for MPP Interim Appointments, whether the appointment is at the current administrator level of the MPP or a higher level. Interim appointments should be set for a period of no longer than six months, except in rare cases. Bonus payouts should occur at the end of a given interim assignment. If the interim assignment must be extended due to extenuating circumstances, then an additional interim bonus should be assigned instead of continuing an interim assignment indefinitely. If the temporary assignment ends sooner than expected, the bonus will be paid on a pro-rated basis.

As with all MPP compensation actions, the request must be discussed with the appropriate VP, who should confirm the action with the president. Once approval is obtained, the request should be sent to the Workforce Planning team in HR (classcomp@sjsu.edu). Please see MPP Classification and Compensation Changes for more information.

Interim Appointment to Higher Level Position:

When an employee is moved from a lower level position to a higher level, you may give them either an increase to their base pay on an interim basis or a bonus, depending on their current salary. These steps should be followed if the employee is a staff or faculty member moving to an MPP position or a current MPP moving to another MPP position.

Temporary Base Pay Increase

To determine if the employee is eligible for an increase to base pay on an interim basis, multiply the base salary of the previous incumbent by a percentage in the range of 90 to 95 (which inversely is 5% to 10% below the previous incumbent's salary). In this scenario, a 5% range is given to provide options for the department, as opposed to just a fixed percentage.

Formula: Base Salary of prior incumbent x (90% to 95%) = Interim Salary

Example: Base Salary x Percent = Interim Salary
\$100,000 x 90% = \$90,000

5% Bonus

If the interim appointee's current salary is greater than the result above, a 5% bonus may be given. The following criteria must be met in order to give the bonus:

1. The appointee is keeping both sets of responsibilities
2. The complexity of the work increases

If the appointee will be overseeing lower level work, then no bonus may be given.

Interim Appointment to a Position at the Same Level:

When a current MPP employee moves laterally from his or her existing MPP position to another position at the same level, a 5% bonus is given to the employee. The scope of work should be taken into consideration because the same administrative level may have vastly different areas of responsibility.

Interim Assignment of Responsibilities when MPP Position is Vacant:

When an existing MPP employee is assigned the responsibilities of a vacant MPP position on an interim basis, a one-time bonus may be given to the employee. If the assigned responsibilities are from an MPP position of the same level, a 5% bonus may be given. If the assigned responsibilities are from an MPP position at a higher level, a bonus of at least 5% and no more than 10% may be given.