

Overview

This document outlines the process for requesting a classification and/or compensation change for an MPP employee, including bonuses and changes on an interim basis. Ideally MPP classification and compensation processes should be handled by the division's cabinet representative (Provost, Vice President, Director of Athletics) but if this individual wishes to designate one of his or her direct reports as the primary person to handle these items in their division, HR will support that. Please notify the HR Associate Vice President of this designation in writing. All requests should come from either the cabinet member or the single designee. If HR receives a request from anyone else, it will be returned. In the steps below, VP is equivalent to the cabinet member or the designee.

Requesting a Classification or Compensation Review:

1. The direct manager of the MPP speaks with his or her VP (via appropriate channels in the division) and explains the rationale for requesting a classification or compensation action.
2. The VP may determine that a review is not in order in which case the process ends there.
3. If the VP is in agreement, he or she speaks with the president about the request.
4. If the president determines that a review is not warranted, the process ends there.
5. If the president approves a review, the VP submits the request to the Workforce Planning team in HR (classcomp@sjsu.edu). This should come via email with an updated position description and the supporting documentation for the request.

New MPP Appointment via Recruitment:

1. HR completes the salary analysis and provides it to the hiring manager.
2. The hiring manager discusses the salary with his or her VP.
3. The VP consults with the president on the salary.
4. If the salary agreed to by the hiring manager, VP and president is above the HR recommendation, additional conversation should take place between HR, the VP and the hiring manager.
5. If the salary agreed to by the hiring manager, VP and president is within HR's recommendation, the hiring manager should provide that dollar amount to HR.
6. HR prepares the offer letter for the president's signature.

MPP Interim Appointment:

1. The direct manager of the MPP speaks with his or her VP (via appropriate channels in the division) and explains the rationale for requesting the interim appointment.
2. If the VP is not in agreement, the process ends there.
3. If the VP is in agreement, he or she speaks with the president about the request.
4. If the president is not in agreement, the process ends there.
5. If the president agrees, the VP submits the request to the Workforce Planning team in HR (classcomp@sjsu.edu). This should come via email with the rationale and salary, as outlined in the MPP Interim Appointment Salary Guidelines.

MPP Bonus (for covering work of a vacant MPP position, special project work, etc.):

1. The direct manager of the MPP speaks with his or her VP (via appropriate channels in the division) and explains the rationale for requesting the bonus.
2. If the VP is not in agreement, the process ends there.
3. If the VP is in agreement, he or she speaks with the president about the request.
4. If the president is not in agreement, the process ends there.
5. If the president agrees, the VP submits the request to the Workforce Planning team in HR (classcomp@sjsu.edu). This should come via email with the rationale and salary. If the bonus is to cover the work of a vacant MPP position, follow the MPP Interim Appointment Salary Guidelines. If the bonus is for something else, forward the agreed-upon bonus amount along with the rationale.