INTRODUCTION:

The California State University Management Personnel Plan (MPP) addresses the employment rights, benefits, and conditions of those California State University (CSU) employees designated as “management” under the Higher Education Employer-Employee Relations Act. Each CSU campus is charged with creating programs that implement the requirements and intent of the MPP. This University Executive Directive first provides CSUEB policy statements with regard to the MPP and second, outlines operational procedures for implementation.

POLICY:

MPP Recruitment

It is the policy of California State University, East Bay (CSUEB) to conduct open recruitment for all Management Personnel Plan (MPP) vacancies in accordance with University procedures. The open recruitment process follows the steps outlined below starting with a in the “Procedures” subheading below in this document, and involves reviewing the purpose and objectives for the position; obtaining authorization to recruit; providing a diverse pool of candidates; ensuring appropriate vetting of applicants in screening, interviewing, assessing references, and selection; and conducting a thorough orientation for the new administrator. All MPP appointments require the approval and signature of the University President.

MPP Compensation

CSUEB strives to maintain an equitable and consistent compensation program for MPP employees. The policies and procedures presented in this document serve as an overview of the criteria used in determining appropriate compensation and the procedures for requesting changes in compensation. In general, CSUEB recognizes the following in compensation determinations: job skill requirements; changes in organization and functional demands; individual performance; contribution to division and university goals; internal and external equity; and other business factors including compaction with subordinates, competition in recruiting, and employee retention.
MPP Performance Evaluation

CSUEB fosters a MPP evaluation process based on mutual interaction, personal assessment and professional development. The performance evaluation serves as the basis for salary increases and for recommendations for management development, professional leaves and other activities related to career development and upward mobility. The process presented in this document incorporates an approach in which goals and objectives are identified and accomplishments and contributions are assessed. There are two stages of assessment: 1) self evaluation in which the MPP manager prepares a narrative describing accomplishments and challenges, and 2) supervisory comments that assess operational effectiveness and demonstrated leadership.

MPP Reconsideration

CSUEB encourages discussion and seeks resolution of requests for reconsideration from MPP managers of personnel actions concerning promotion, retention, evaluation, assignment and reassignment. The reconsideration procedures outlined in this document generally provide for two stages of review (one stage for individuals reporting directly to the President). Each review consists of a meeting between the MPP manager and an administrator designated by the President.

PROCEDURES

MPP Recruitment

Since the recruitment process is not bound by collective bargaining provisions and a MPP employee serves at the pleasure of the University President, hiring procedures are discretionary and determined by the nature of assignment, administrator level, and the needs of the campus. Under the following special circumstances, alternatives to recruitment may be utilized:

1. An interim/acting appointment and temporary reassignment may be made without an open recruitment (note: in accordance with the Management Personnel Plan, a MPP employee may be assigned different duties in the same position or may be reassigned to a different position either within or outside of the grade level or the Plan when such an assignment or reassignment is determined to be in the best interests of the California State University).

2. An appointment may be made without an open recruitment when determined to be in the best interests of the University or when the University wishes to appoint an individual with unique and specialized skills that will meet a specific University objective or when the MPP appointment is made in accordance with a pre-planned and documented career development plan as long as affirmative action principles are maintained.

3. An appointment may be made from within the Campus during periods of special conditions such as a state fiscal exigency, campus reductions or other extenuating circumstances, as determined by the president, as long as a pool of qualified candidates exists and affirmative action principles are maintained.

CSUEB Academic Senate policy 09-10 cFAC 8; May 18, 2010, sets forth guidelines for faculty participation in the appointment of key administrators. Prior to initiating recruitment, the Academic Senate policy shall be reviewed for applicability.
The Human Resources manager shall provide compensation data for consideration by the hiring authority in determining the salary range for recruitment. The level of pay is determined through consideration of several factors including: 1) placement within the MPP Administrator Grade Level I, II, III, or IV, 2) special and unique skills and experience required in the position, 3) difficulty in recruiting for the position, 4) equity with similar positions on campus and within the division, and 5) equity within the CSU, equity with comparable campuses, and equity with external labor market salary rates as appropriate.

The specific salary range identified for the subject of recruitment shall fall within the wider MPP Administrator Grade Level. The hiring authority can make an initial salary offer anywhere within the approved recruiting salary range.

The STEPS below provide an outline for the recruiting process.

**STEP 1**  
**Position Description:** Hiring Manager shall Prepare/Revise Position Description; see [http://www20.csueastbay.edu/af/departments/hr/recruitment.html](http://www20.csueastbay.edu/af/departments/hr/recruitment.html)

**STEP 2**  
**HR Consultation:** Hiring Manager shall consult HR Manager to initiate recruitment, discuss appropriate salary range and administrator level and verify current PeopleSoft position number or obtain new position number

**STEP 3**  
**MPP Request:** Hiring Manager shall obtain President’s approval for recruitment and salary range; see [MPP Position & Salary request](#). Forward signed form to Human Resources

**STEP 4**  
**Recruitment Request:** Hiring Manager shall initiate on-line Recruitment Request; see [http://www20.csueastbay.edu/af/departments/hr/recruitment.html](http://www20.csueastbay.edu/af/departments/hr/recruitment.html), left navigation link, click “documentation”, click “department user”

**STEP 5**  
**Position Announcement:** Human Resources shall create a Position Announcement for posting from the position description (Hiring Manager may create announcement and forward it with the position description and recruitment request)

**STEP 6**  
**Posting:** Human Resources shall post all Position Announcements on the CSU East Bay Opportunities website; on the CSU system-wide website and on the state-wide Employment Development Department website to ensure a diverse applicant pool. Upon request from the Hiring Department, position announcements will be posted in professional journals and in other recruiting sources

**STEP 7**  
**E-Recruit System:** Candidates must submit all applications on-line through the CSU East Bay E-Recruit system (unless a third party search firm is engaged). Applications are then forwarded to the search committee or hiring department manager

**STEP 8**  
**Search Committee:** Hiring Manager shall establish a search committee as appropriate. Generally, search committees are composed of a minimum of three (3) employees. Human Resources shall provide guides for applicant screening and interview questions to assist the search committee; see [MPP Screening](#) and [Interview questions](#)
STEP 9 **Recommendation**: Once the interview and selection process is completed, HR will send an Appointment Recommendation form to the Hiring Manager who shall complete the form and forward it with all documentation from interviews and reference checks to the HR Manager for processing.

STEP 10 **Job Offer**: Once reviewed by the HR Manager, an email will be sent to the hiring manager providing authorization to make a job offer.

STEP 11 **MPP Letter**: The HR Manager shall prepare a written letter of appointment for the President’s signature. The letter shall stipulate MPP grade level, initial salary and any other agreement made with regard to the initial appointment including a statement that the MPP appointment is discretionary and neither probationary period nor permanent status shall be provided.

STEP 12 **MPP Orientation**: New MPP administrator has one-on-one meeting with Human Resources Officer as part of Leadership Development Program to provide introduction to campus culture, values, climate, discuss Management Personnel Plan, roles/responsibilities, mandatory on-line training, Conflict of Interest process, and MPP benefits.

**MPP Compensation**

When funds are available, the Chancellor may budget funds for each campus on an annual basis to support salary increases. The MPP performance evaluation, specifically, the degree to which the administrator has achieved goals and objectives, developed and maintained effective working relationships, and successfully led the unit for which s/he is responsible, shall form the basis for salary increases. The cabinet level officer shall make salary recommendations for his/her cabinet area to the President for approval.

Salary increases may be recommended during the course of the year in order to recognize increases in scope of authority and responsibility, equity with similar positions on campus and in the CSU and other business reasons including compaction and retention. Changes in the degree of accountability, supervision, creativity, innovation, independence and other expectations for leadership are also criteria to consider in recommending a MPP salary increase. For increases in authority and responsibility, promotion to a higher MPP grade level or reassignment within the MPP grade level (change of MPP job code) may be appropriate. Generally, salary increases range from 1% to 10% although higher increases may be approved under special circumstances.

For all MPP salary increases to base salary or lump-sum bonus that may be awarded for a special assignment outside normal job responsibilities or other business reasons such as recruitment or retention, consultation with the designated Human Resources Manager shall occur to discuss internal and external equity prior to submission of the salary recommendation. The Human Resources department can provide benchmark salary data for administrator positions throughout the CSU as well as external market salary survey data.

After consultation with the Human Resources Manager, the appropriate administrator shall prepare and submit a MPP Position & Salary Request form for approval and signature by the cabinet level officer and University President. The request shall include written rationale based on the factors outlined in these policies and procedures.
**MPP Performance Evaluation**

The CSUEB MPP Performance Evaluation process incorporates an approach in which goals and objectives are identified and accomplishments and contributions are assessed. There are two steps in the process: 1) self evaluation in which the MPP employee prepares a narrative describing accomplishments and challenges, and 2) supervisory comments that assess operational effectiveness and demonstrated leadership. At the conclusion of the process, the written evaluation shall be forwarded to Human Resources for placement in the MPP employee’s personnel file.

**STEP 1:** The MPP employee shall describe accomplishments and contributions during the period of review with particular attention to their relevance to the position description, fulfillment of goals and objectives from prior years, improvements in operational efficiencies, initiation and implementation of special projects, and professional development of subordinates. The MPP employee shall indicate challenges, problems and obstacles faced during the period of review and the measures taken to address them. Achievements in personal professional development shall also be outlined. Finally, the MPP employee shall articulate goals and objectives for the upcoming period of review upon which future performance will be assessed.

**STEP 2:** The supervisor shall assess overall effectiveness that may include demonstrated organizational and interpersonal skills, strategic planning, initiative, problem solving, supervision, innovation/creativity, visioning, professional development, mentoring, coaching and leadership, among other factors. The supervisor will review the goals and objectives suggested by the MPP employee for the next review period and make modifications as appropriate. A copy shall be provided to the MPP employee and a meeting shall occur to discuss the assessment upon request of the supervisor and/or MPP employee.

**MPP Reconsideration**

The Reconsideration procedure provides for two stages of review, except for individuals reporting directly to the President. Each review consists of a meeting between the MPP employee and an administrator designated by the President. The first stage of review shall be initiated via a written request for reconsideration by the MPP employee to his/her cabinet level officer. This request shall be initiated within 30 calendar days of the decision giving rise to the request. At the discretion of the employee, the cabinet level officer and the MPP employee shall meet to discuss the matter. Alternatively, the MPP employee may submit written documents which the cabinet level officer shall consider. The cabinet level officer shall respond to the MPP employee within seven (7) calendar days of their meeting or of receiving the MPP employee’s written documents.

Should the matter remain unresolved, the MPP employee may, within 15 calendar days of receiving the response by the cabinet level officer, request reconsideration at a second stage of review by the President or designee. Such request shall be made in writing and describe the nature of the reconsideration requested and the results of the first stage meeting. At the discretion of the MPP employee, the President or designee and the MPP employee shall meet to discuss the matter. The President or designee shall respond to the MPP employee within seven (7) calendar days of their meeting or of receiving the MPP employee’s written documents. The decision of the President or designee shall be final and binding.