

Cal Poly Pomona

Employment & Compensation Actions

Updated October 7, 2008

Instructions: This chart lists minimum approvals required for various Employment and Compensation actions. Please refer to this chart for guidance as you submit the items listed below.			
Action	Definition	Minimum Approval Required	
		VP	Pres./Cabinet
STAFF ACTIONS			
Hiring: New Position (probationary)	Addition to workforce. Funding would need to be secured		X
Hiring: New Position (temporary)	Addition to workforce. Funding would need to be secured.		X
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 go up or down and may required additional funding.	X	
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 go up or down and may required additional funding.	X	
Hiring: Retired Annuitant	Hiring, on a temporary 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.	X	
Temporary Emergency Hires	Hiring someone for up to 90 days (recruitment not required). Can be extended for a total of 180 days. No Benefits.	X	
Student Assistant Hires		Dean/AVP	
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). Up to 12 or 18 months depending on bargaining unit.	X	

Cal Poly Pomona
Employment & Compensation Actions
Updated October 7, 2008

Instructions: This chart lists minimum approvals required for various Employment and Compensation actions. Please refer to this chart for guidance as you submit the items listed below.			
Action	Definition	Minimum Approval Required	
		VP	Pres./Cabinet
STAFF ACTIONS - CONT.			
Temporary Pools (recruitments)	Ongoing recruitments for temporary pools (custodial, theatre, dispatcher, etc.)	X	
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)	X	
Timebase Change	Permanent change to number of hours incumbent is working.	X	
Reclassifications	A staff position where the job duties have changed enough that HR reclassifies the position to a higher level. Generally receives a 5% salary increase or is brought to the minimum of the salary range, whichever is greater.	X	
In-Range Progression Salary Increase	A salary increase within a classification's salary range; minimum 3% increase.	X	
CSUEU Stipends (and extensions)	Temporary salary increase for lead duties, project coordination, or being "on-call".	X	
Permanent Reassignment	Reassigning incumbent to the same classification in another department and/or division. Funding may or may not move with position dependent upon agreement between the VPs of each division.	X	
Conversion from Temporary to Permanent Appointment	An incumbent that was hired through a temporary recruitment and department now has funding to make the position permanent or probationary.	X	
Automatic Temporary to Permanent	Automatic permanency received through contract. CSUEU after 4 years; Unit 4 after 5 years; Unit 6 after 3 years.	X	

Cal Poly Pomona

Employment & Compensation Actions

Updated October 7, 2008

Instructions: This chart lists minimum approvals required for various Employment and Compensation actions. Please refer to this chart for guidance as you submit the items listed below.			
Action	Definition	Minimum Approval Required	
		VP	Pres./Cabinet
MPP ACTIONS			
<i>Minimal information provided due to complexity. Please call HR if more detailed definitions are required.</i>			
Hiring an MPP: AGL I or II: New Position			X
Hiring an MPP: AGL I or II: Replacement		X	
Hiring an MPP: AGL III or IV: New Position			X
Hiring an MPP: AGL III or IV: Replacement			X
Hiring a Retired Annuitant MPP: AGL I and II		X	
Hiring a Retired Annuitant MPP: AGL III and IV			X
Appointing an Interim MPP: AGL I and II		X	
Appointing an Interim MPP: AGL III and IV			X
Extending an Interim MPP: AGL I and II		X	
Extending an Interim MPP: AGL III and IV			X
Reassigning to an Interim or regular MPP appointment: AGL I and II		X	

Cal Poly Pomona
Employment & Compensation Actions
Updated October 7, 2008

Instructions: This chart lists minimum approvals required for various Employment and Compensation actions. Please refer to this chart for guidance as you submit the items listed below.

Action	Definition	Minimum Approval Required	
		VP	Pres./Cabinet
MPP ACTIONS - CONT.			
Reassigning to an Interim or regular MPP appointment: AGL III and IV			X
MPP Salary increase for significant additional duties: AGL I and II		X	
MPP Salary increase for significant additional duties: AGL III and IV			X
MPP Equity Increase (all levels)			X
MPP Supplemental Compensation		Chancellor's Office	

Notes: All positions with an appointment of at least 1/2 time (.5) for more than 6 months also have an associated benefits cost. Some positions may not be paid from the general fund; they may be funded through special funds, grants, trust funds, etc.