



MPP Interim Appointment Compensation Guidelines

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