

<p>Responsible Official (Title): Associate Vice President for Human Resources Responsible Office: Human Resources Responsible Division: Administrative Services</p>
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Delegation of Authority for Position Management and Employment Transactions

1. Policy Statement

- 1.1. This policy applies to Position Management and employment related transactions at California State University, Fresno.
- 1.2. This policy defines the level of approval required to a) recruit, or otherwise fill, an existing vacant position; b) establish new positions in the PeopleSoft Position Management Module; and c) authorize other employment related transactions. If there are conflicts with terms of the collective bargaining agreements, academic policy manual, systemwide policy, state or federal regulation, it shall be resolved in favor of the higher level authority.
- 1.3. Except as noted in Section 1.4, a Human Resources Consultant or Faculty Affairs representative will review each transaction for compliance with appropriate policy and collective bargaining agreement, and will sign as an "Approver."
- 1.4. When the action is the result of a negotiated settlement agreement or constitutes an adverse action (e.g. involuntary demotion, termination, suspension, or other disciplinary action), the Associate Vice President for Human Resources or the Associate Vice President for Faculty Affairs is the appropriate Approval Authority.
- 1.5. Transactions not specifically addressed by this document require the approval of the appropriate Vice President.
- 1.6. Any actions related to Coaches shall include consultation with the President and the Director of Athletics.
- 1.7. Attachment 1 provides the approval authority assigned to equivalent MPP position levels.

2. Authority

Collective Bargaining Agreements, Academic Policy Manual, CSU Human Resources Delegations of Authority at: <http://www.calstate.edu/hr/delegationofauthority/>, CSU Technical Letter – HR/Appointments 2013-03, Affordable Care Act.

3. Scope/Applicability – N/A

4. Exclusions / Exceptions

- 4.1. Direct Report – MPP or Staff Position: In order to eliminate conflicts of interest, or the appearance of such, when a position being filled or an employment action being taken is a direct report to the Provost, Vice President, Dean, Associate Dean, or Associate Vice President, the approval level is advanced to the next higher level.
- 4.2. For transactions not expressly addressed by this document, refer to the CSU Human Resources Delegations of Authority at: <http://www.calstate.edu/hr/delegationofauthority/>.

5. Supersedes

This policy supersedes the Delegation of Authority for Approving Employment Transactions (G-61) dated November 1, 2010, and the Policy on Probationary Period Waivers (G-39), dated April 24, 2015.

6. Definitions

- 6.1. **ACA:** Affordable Care Act
- 6.2. **Benefited Position:** Those positions where benefits are granted and centrally funded.
- 6.3. **CBA:** Collective Bargaining Unit
- 6.4. **CFO:** Chief Financial Officer
- 6.5. **Emergency Hire:** Short-term appointment without a competitive search per the appropriate collective bargaining agreement.
- 6.6. **Employment Transaction:** Used to appoint an employee to an approved position, and document an employee’s employment history, such as promotions, leaves of absence, layoffs, retirement, pay rate changes, etc. To maintain a complete history of the employee’s tenure, each change is processed as an employment transaction and is linked to the individual, not the position.
- 6.7. **MPP:** Management Personnel Plan
- 6.8. **Position Management:** A module in PeopleSoft that serves as the central repository for all institution-approved positions across all fund types/sources. Separate authorization is required to establish a new position before an employee can be appointed, and subsequent employment transactions can be processed.
- 6.9. **Regular Position:** A position held by, or previously held by an employee on an At-Will, Permanent or Probationary appointment.
- 6.10. **Temporary Hire:** Short-term appointment with a competitive search per the appropriate collective bargaining agreement.
- 6.11. **Vacant Position:** A position currently approved in Position Management and no longer tied to a current employee.

7. Policy Procedures

7.1. Delegated Authority for Position Management

7.1.1. Vacant Positions (Approval to recruit, or otherwise fill, an existing Vacant position):

Classification	Approval Required <i>(see Attachment 1)</i>
MPP/Confidential	Vice President
Staff	Vice President
Faculty	Provost
Faculty (Unit 3 Coaches)	AVP-Human Resources

7.1.2. New Benefited Positions (Regular and Temporary):

Classification	Approval Required (see Attachment 1)
MPP/Confidential	President
Staff	Vice President
Faculty - Permanent	Provost
Faculty - Temporary	AVP-Faculty Affairs
Faculty (Unit 3 Coaches) – Temporary	AVP-Human Resources

Note 1: It is recommended the Vice President consult with the President and CFO when new positions are created due to the impact to the Benefit Pool.

Note 2: Eligibility for benefits subject to length of appointment and requirements of the appropriate CBA.

7.1.3. New Positions (Emergency Hire, no benefits):

Classification	Approval Required (see Attachment 1)
MPP/Confidential	n/a
Staff	Dean or Associate Vice President
Faculty	n/a

7.2. Delegated Authority for Employment Transactions

7.2.1. **Appointments**

7.2.1.1. Appointments / Promotions to Existing Positions – Regular, Temporary, and Emergency Hires

Classification	Approval Required (see Attachment 1)
MPP/Confidential	Dean or Associate Vice President
Staff	Dean or Associate Vice President
Faculty – Permanent	Provost
Faculty – Temporary	AVP-Faculty Affairs
Faculty (Unit 3 Coaches) – Temporary	AVP-Human Resources

7.2.1.2. Appointments Above the Salary Range

Classification	Approval Required (see Attachment 1)
MPP/Confidential	President (see Section 7.2.4.8.)
Staff	President (see Section 7.2.4.8.)
Faculty	President (per CBA)
Faculty (Unit 3 Coaches)	President (per CBA)

7.2.1.3. Extension of Temporary Appointments

Classification	Approval Required (see Attachment 1)
MPP/Confidential	Dean or Associate Vice President
Staff	Dean or Associate Vice President
Faculty	Provost
Faculty (Unit 3 Coaches)	n/a – Must be Reappointed

Note 1: Exception: Extension of emergency appointments (intermittent/hourly, rehired annuitant) and temporary appointments beyond the automatic conversion schedule per the appropriate Collective Bargaining Agreement.

Note 2: Any action that would result in a permanent appointment requires the approval of the Vice President in consultation with Human Resources.

7.2.1.4. Extension of Temporary Appointments that Result in Conversion to Permanent Status:

Classification	Approval Required (see Attachment 1)
MPP/Confidential	n/a
Staff	Vice President
Faculty	n/a

7.2.2. Reassignments

7.2.2.1. Internal Reassignments (within same organizational unit)

Classification	Approval Required (see Attachment 1)
MPP/Confidential	Vice President
Staff	Dean or Associate Vice President
Faculty	Provost
Faculty (Unit 3 Coaches)	AVP-Human Resources

7.2.2.2. Reassignment Between Colleges / Organizational Units

Classification	Approval Required (see Attachment 1)
MPP/Confidential	Each Vice President representing the “from” and “to” organizational units.
Staff	Each Dean or Associate Vice President representing the “from” and “to” organizational units.
Faculty	Provost
Faculty (Unit 3 Coaches)	AVP-Human Resources

7.2.3. Promotions

7.2.3.1. Temporary Promotion / Reassignment to a Higher Classification or Skill Level:

Classification	Approval Required (see Attachment 1)
MPP/Confidential	Vice President
Staff	Dean or Associate Vice President
Faculty	Provost
Faculty (Unit 3 Coaches)	AVP-Human Resources

7.2.3.2. Faculty Promotion:

Classification	Approval Required (see Attachment 1)
Faculty	Provost

7.2.4. **Classification and Compensation Changes**

7.2.4.1. Salary Adjustments – In-Range Progression:

Classification	Approval Required (see Attachment 1)
Staff/Confidential (more than 5%)	Vice President
Staff/Confidential (5% or less)	Dean or Associate Vice President
Faculty	n/a

7.2.4.2. Job Reclassification and In-Class Progression:

Classification	Approval Required (see Attachment 1)
MPP/Confidential	President
Staff	Vice President
Faculty	Provost
Faculty (Unit 3 Coaches)	AVP-Human Resources

7.2.4.3. Salary Adjustment Based on Market Increase (Faculty):

Classification	Approval Required (see Attachment 1)
Faculty	Provost

7.2.4.4. Salary Adjustment – Range-Elevation (Lecturers only):

Classification	Approval Required (see Attachment 1)
Faculty	Dean

7.2.4.5. MPP – Equity Increase (Excluding Vice Presidents):

Classification	Approval Required (see Attachment 1)
MPP/Confidential	President

Note 1: For Vice Presidents, the CSU Chancellor reviews and approves the recommendations of the President.

7.2.4.6. MPP – Merit Bonus (Excluding Vice Presidents):

Classification	Approval Required (see Attachment 1)
MPP/Confidential	President

Note 1: For Vice Presidents, the CSU Chancellor reviews and approves the recommendations of the President.

- 7.2.4.7. MPP – Salary Adjustments Based on Promotion or Reassignment to a higher Administrative Grade Level or within the current Administrative Grade Level:

Classification	Approval Required (see Attachment 1)
MPP/Confidential	Vice President in consultation with the President

- 7.2.4.8. Salary Payments Above the Salary Range:

Classification	Approval Required (see Attachment 1)
MPP (Admin I/II/III) /Confidential	President
MPP (Admin IV)	CSU Vice Chancellor of Human Resources
Staff	President
Faculty	n/a

7.2.5. **Other Transaction Types**

- 7.2.5.1. Demotions – Voluntary:

Classification	Approval Required (see Attachment 1)
MPP/Confidential	Vice President
Staff	Vice President
Faculty	n/a

- 7.2.5.2. Probationary Period Waiver:

Classification	Approval Required (see Attachment 1)
MPP	n/a
Staff/Confidential	Dean or Associate Vice President
Faculty	Provost / AVP-Faculty Affairs
Faculty (Unit 3 Coaches)	n/a

Note 1: Action taken as permitted by the appropriate Collective Bargaining Agreement or campus past practice.

- 7.2.5.3. Temporary to Permanent Status:

Classification	Approval Required (see Attachment 1)
MPP/Confidential	n/a
Staff	Vice President
Faculty	n/a

- 7.2.5.4. Time base Change – Voluntary:

Classification	Approval Required (see Attachment 1)
MPP/Confidential	n/a
Staff	Dean or Associate Vice President
Faculty – Temporary	Provost / AVP-Faculty Affairs
Faculty (Unit 3 Coaches) – Temporary	AVP-Human Resources

Note 1: Action taken as permitted by the appropriate Collective Bargaining Agreement or campus past practice.

7.2.5.5. Leave Without Pay:

Classification	Approval Required (see Attachment 1)
MPP/Confidential	President or designee
Staff	Vice President
Faculty	AVP-Faculty Affairs
Faculty (Unit 3 Coaches)	AVP-Human Resources

7.2.5.6. Leave With Pay – Sabbatical and Difference in Pay:

Classification	Approval Required (see Attachment 1)
Faculty	Dean

8. Related Policies, Procedures, Information, Forms

Collective Bargaining Agreements, Academic Policy Manual, CSU Technical Letter – HR/Appointments 2013-03, Affordable Care Act (ACA).

9. Contact Information

For questions regarding MPP, Coaches and staff, please contact Human Resources at 559.278.2364. For questions regarding faculty, please contact Faculty Affairs at 559.278.3027.

10. Key Search Words

Employment, transaction, appointment, position, delegation, authority

11. History/Revision Dates:

Revised: November 1, 2010
Revision Approved by the President: September 30, 2015

12. Next Evaluation Date: September 30, 2018 (3 years per Cabinet)

The official version of this information is maintained only on the University Policies & Procedures Website. Please make certain to review the material on the Website before placing reliance on any printed version or any other online source.

Table of Equivalent Approval Levels

September 30, 2015

Approval Level	Equivalent Approval Levels
President	President
Vice President	Provost
	Vice President
	Chief Financial Officer
	Chief Information Officer
	Director of Athletics
Associate Vice President	Vice Provost
	Dean
	Associate Vice President
	Chief of Police
	Executive Director
	Deputy Director of Athletics