

**PM 2021-03**

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**Guidelines for Interim MPP Appointments**

The standard practice for filling vacant Management Personnel Plan (MPP) positions at California State University, Dominguez Hills is to conduct a broad search to attract the best qualified candidate(s). In situations where circumstances prohibit the timely initiation of a search process, an alternative staffing strategy is an interim appointment until an appropriate search can be conducted. Strong efforts should be made to ensure equal opportunity and that interim appointments fulfill the university's goals of achieving a diverse workforce.

**Objective**

The purpose of this document is to establish uniform procedures and guidelines for the selection and administration of interim appointments, transparency in the interim appointment process, and consistent and fair decision-making.

**Guidelines**

- When a Management Personnel Plan (MPP) position becomes vacant, the President or designee must approve an interim appointment.
- Per Title 5, the appointing power may assign a Management Personnel Plan employee to different duties in the same position or may reassign a Management Personnel Plan employee to a different position either within or outside of the grade level or the Plan when the appointing power determines that such assignment or reassignment is in the best interests of The California State University.
- The term for an interim appointment shall not exceed one year. The interim appointment may be extended for an additional six (6) months after providing a written justification to the President for review and approval. Extensions of interim appointments beyond eighteen (18) months require cabinet's review and President's approval.
- It is expected that a recruitment for the position be initiated shortly after the interim appointment is made and that it be filled within the overall interim appointment period.
- A person appointed to an interim position will not be prohibited, as a condition of the interim appointment from being a candidate for the recruitment.
- Prior to the appointment, the hiring manager, after consultation with pertinent stakeholders should review the position description to ensure that the roles and responsibilities are accurately reflected.

- The incumbent must meet the minimum requirements of the position per the classified position description. The incumbent's current resume will be reviewed by Human Resources to ensure the candidate satisfies the minimum position qualifications.
- Human Resources will conduct a salary analysis for the position and provide a recommended salary that ensures equity and is consistent with the candidate's experience and education relative to the position qualifications. The final salary of the incumbent appointed to an interim position will be approved by the hiring manager in consultation with the Vice President.
- The President must approve the appointment and compensation.
- During the first week of the interim assignment, the hiring manager shall review the position description with the incumbent to review duties and responsibilities, goals, and performance expectations.
- In consultation with the Vice President and the President, when a CSUDH employee accepts an interim appointment, he/she may retain retreat rights to his/her previous position with the same salary and status as their previous position prior to the interim appointment. The employee's salary should reflect the value of the previous salary plus the percent increase of merit increases, if any would have been awarded during the interim assignment.
- For bargaining unit employees that may be in interim MPP appointments, please refer to the appropriate collective bargaining agreement.
- For Non-CSUDH employees, interim assignments are temporary in nature and may end as scheduled unless advance notice is provided.
- Under extenuating circumstances, the hiring manager in consultation with the Vice President, may request an exception to the guidelines by submitting a written request to the President justifying that such interim appointment is in the best interests of the campus.

Approved:



Thomas A. Parham, Ph.D.  
President

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