

MPP BONUS: FAQ

WHAT IS A MPP BONUS?

A Management Personnel Program (MPP) Bonus is defined as a one-time lump sum payment that is not a permanent increase to the base salary of the individual and may be granted at the discretion of the President.

The MPP must meet specific measurable standards and/or objectives that are spelled out at the beginning of an evaluation period.

Please see our [website](#) for additional resources including [Developing SMART Goals](#) a great resource to ensure the criteria is measurable.

HOW DO YOU QUALIFY FOR A BONUS?

If outlined measurable standards or goals are attained, at the discretion of the President a bonus may be awarded.

WHAT CAN YOU RECEIVE A BONUS FOR?

At the discretion of the President bonuses may be awarded for the following:

- The MPP meets specific measurable standards* that were spelled out at the beginning of an evaluation period that indicate if specific actions are met a merit bonus pay adjustment will be provided.
- The MPP meets a specific stated objective that is both articulated in advance and is measurable*.

Vice Presidents are eligible to receive a MPP bonus if approved by the Chancellor pursuant to the Board of Trustees Resolution RBOT 01-08-01.

*A great resource to ensure the criteria is measurable is the [Developing SMART Goals](#) job aid.

HOW DO YOU INITIATE PAYMENT OF A BONUS?

An MPP Bonus request can be submitted by way of the [Electronic Compensation](#) (E-Comp) System. The E-comp system can be accessed from your My Sac State landing page by selecting the OnBase Forms icon (pictured on the right) or on our [website](#). MPPs can find additional information on our [website](#) in the [MPP User Guide](#).



Processes for all compensation related requests can be found in the [E-Comp](#) System by selecting the instructions tab, shown below.



HOW IS A BONUS CALCULATED?

The amount of a bonus is determined by the President and cannot exceed 15% of the annualized base salary of the employee.

When considering the amount of a bonus, it is important that a total cash perspective be maintained to ensure pay levels stay within competitive ranges and that bonuses are proportionate to employees' contributions and achievements.

HOW ARE BONUSES PAID?

The bonus will be paid by a separate check which is subject to applicable state and federal tax withholding.

WILL A BONUS BE USED IN MY RETIREMENT?

Bonuses paid are not reported to CalPERS therefore are not used in the calculation of retirement benefits, as the payments are not in compliance with the Public Employees' Retirement Law.

WHAT IS THE PROCESSING TIME OF A BONUS REQUEST?

Classification & Compensation's service levels for processing a MPP Bonus review can vary. Our current service level goal is to complete Staff Bonus reviews within **10 business days** after the complete request is received in Human Resources.

Please note, requests that are submitted without the appropriate documentation may result in delays to the review process.

RESOURCES

- Office of the Chancellor Technical Letter: [MPP MERIT BONUS PROGRAM UPDATE 2009-03](#)
- Office of the Chancellor Technical Letter: [MPP MERIT BONUS PROGRAM PROCESSING INSTRUCTIONS 2000-02](#)
- Office of the Chancellor Technical Letter: [MPP MERIT BONUS PROGRAM PROCESSING INSTRUCTIONS UPDATE 2017-21](#)
- Office of the Chancellor Technical Letter: [COMPENSATION FOR VICE PRESIDENTS 2013-04](#)
- [Developing SMART Goals](#)