

University Enterprises, Inc. Policies and Procedures	Policy No. 012
Section: Human Resources Policy: Management Personnel Plan (MPP) Effective Date: March 3, 2000	

Management Personnel Plan (MPP)

I. PURPOSE

To establish procedures and responsibilities for identifying positions eligible for the MPP based on the needs of a University Enterprises, Inc. (UEI) Division, Department or Project and to address the employment rights, benefits and conditions for employees in the MPP.

II. SCOPE

This policy applies to eligible positions that have been identified as having broad management responsibilities and that have been approved by the Personnel Committee and UEI's Executive Director for inclusion in the MPP.

III. POLICY

It is the policy of UEI to establish and maintain a MPP for positions which have broad management responsibilities that may include, but are not limited to; selecting, training, evaluating and directing staff; developing and implementing division, project or department and UEI policies; developing and administering division, project or department budgets; providing leadership for a division, project or department or UEI establishing goals and objectives for a division, project or department or, UEI; determining methods, techniques, systems and materials required to meet the needs of UEI or division, project, or department; representing UEI or division, project or department to the University, public media, other educational institutions, and professional associations.

Positions in the MPP must be funded for more than two years per funding period.

Employees in positions approved for the MPP serve at the "will" of UEI. University Enterprises, Inc. or the employee may terminate the employment for any reason. MPP positions are exempt from overtime pay regulations. The regular salaries of the MPP positions are the full compensation for all the time required to perform the duties of the positions. (see Policy 010 – Definitions of Employment Status/Appointment Codes, Exempt Employees).

MPP Employees are typically eligible for "Pay For Performance" salary increases but are not eligible for "General Salary Increases" subject to the provisions under Policy No. 218 Salary Increases. Benefits, including holiday pay, vacation and sick leave, health and dental insurance, for MPP employees are subject to the provisions under applicable policies in Section 100.

IV. PROCEDURES AND RESPONSIBILITIES

1. The Department Director or Project Director submits a written narrative describing the need for a position to be included in the MPP to the Director, Human Resources. The narrative should include the nature and complexity of the program or department where the position resides, the scope of management or supervisory responsibility, job demands, extent of independent decision making authority, accountability, and the impact of policies administered and/or decisions made by the proposed MPP position. Where there is an incumbent performing the duties of the proposed MPP position, documentation relative to the employee's successful performance of the duties must also be included. The narrative should also include the scope of management or supervisory responsibility of the Department Director, Division Director or Project Director. A current organizational chart for the department or program and a current job description for the proposed position should also be submitted.
2. The Director, Human Resources reviews the information and presents it with recommendations to the Executive Director as to whether the Project, Division or Department warrants the MPP position and whether the position meets the criteria for the MPP.
3. The Executive Director reviews the information and submits it to the Personnel Committee.
4. The Personnel Committee reviews the information and makes recommendations to the Executive Director as to whether the Project, Division or Department warrants the MPP position and whether the position meets the criteria for the MPP.
5. The Executive Director reviews the recommendations from the Personnel Committee and makes a final decision.
6. Placement of the position in the MPP does not necessarily mean a salary adjustment for the incumbent employee.
7. The Director, Human Resources notifies the department director or project director of the decision and processes the necessary documents

V. RELATED POLICIES

- Policy No. 010 Definitions of Employment Status/ Appointment Codes
Policy No. 218 Salary Increases