



# Benefits and Pay Summary

Instructional Faculty and Lecturers  
Academic Year 2020-2021

## Benefits Eligibility Requirements

Instructional faculty are eligible to enroll in benefits coverage if appointed at least 50% (equivalent to 7.5 weighted teaching units) for at least six months and one day. Lecturers are eligible to enroll in benefits coverage if appointed at least 40% (equivalent to 6 weighted teaching units) for at least one semester.

## Benefits Coverage Dates

The earliest effective date for health benefits is October 1, 2020 for fall 2020 appointments, and March 1, 2021 for spring 2021 appointments. If you currently have coverage through another employer, you may want to explore continuing this coverage under COBRA until the effective date of your Cal Poly Pomona coverage. The effective date of coverage through Cal Poly Pomona is determined by the issue date of the first paycheck and the date on which you submit your benefits enrollment through PolyDoc. Benefit enrollment is not an automatic process; you must submit your [Benefits Enrollment Worksheet](#) and [e-Signature Authorization](#) by September 30, 2020 for coverage to be effective October 1, 2020. Benefit enrollment requests must be submitted by February 28, 2021 for coverage to be effective March 1st, 2021, for spring 2021 appointments. **In addition, premiums are paid in advance for the following month’s health benefits coverage. Therefore, an accounts receivable may be created and sent to you for any premiums not deducted from your initial pay warrant(s).**

## How to Enroll

To request Benefits enrollment, please login to [PolyDoc](#) by using your CPP credentials. You will be directed to the Benefits Enrollment Worksheet. We will also need for you to submit your [e-Signature Authorization](#). Links to enroll can also be found under quick links on the Benefits website: <https://www.cpp.edu/benefits/>

## Pay Distribution

Cal Poly Pomona pays instructional faculty and lecturers according to the academic pay plan. Individuals hired for one semester will receive their contract amount in six installments/pay warrants. Those hired for an academic year will receive their contract amount in twelve installments/pay warrants. The subsequent pages provide additional details on academic pay plans.

## Pay and Benefits Schedule

- First and last academic workdays (Fall 2020): August 17, 2020 - December 18, 2020.
- First and last academic workdays (Spring 2021): January 22, 2021 - May 26, 2021

## **Appointment for Fall 2020 Only**

Pay Period	Installment	Pay Day	Benefits
August/ September	Fall - 1	September 2020	Effective Oct. 1, 2020
October	Fall - 2	October 2020	
November	Fall - 3	December 2020	
December	Fall - 4	December 2020	
January	Fall - 5	January 2021	
February	Fall - 6	March 2021	*Effective through March 31, 2021

\*If you had a benefits-qualifying appointment in the fall 2020 semester, and receive a subsequent nonqualifying spring appointment, your benefits will end on February 28, 2021.

### Fall 2020/ Spring 2021 (Academic Year) Appointment

Pay Period	Installment	Pay Day	Benefits
August/ September	Fall – 1	September 2020	Effective Oct. 1, 2020
October 2020	Fall – 2	October 2020	
November 20	Fall – 3	December 2020	
December 20	Fall – 4	December 2020	
January 2021	Fall – 5	January 2021	
February 2021	Spring - 1**	March 2021	
March 2021	Spring – 2	March 2021	
April 2021	Spring – 3	April 2021	
May 2021	Spring – 4	May 2021	
June 2021	Spring – 5	June 2021	
July 2021	Spring – 6	July 2021	
August 2021	Fall – 6***	August 2020	Effective through September 30, 2021

\*\*If you had a benefits-qualifying academic year appointment, but your time-base is reduced to a nonqualifying appointment in the spring 2021 semester, your benefits will end on February 28, 2021. If your time-base changes between the fall and spring semesters, your August 2021 pay warrant will reflect the fall 2020 time-base.  
 Disclaimer: If you change your departments mid-year your last Fall check will be paid in February instead of being pushed back to August. By receiving this settlement your benefits will not be paid for the month of September 2021.

### Appointment for Spring 2021 Only

Pay Period	Installment	Pay Day	Benefits
August/ September	Spring – 1	March 2021	Effective March 1, 2020
October	Spring – 2	March 2021	
November	Spring – 3	April 2021	
December	Spring – 4	May 2021	
January	Spring – 5	June 2021	
February	Spring – 6	July 2021	Effective through August 31, 2021

### Spring 2021 Appointment that continues into the Subsequent Academic Year

Pay Period	Installment	Pay Day	Benefits
Jan./ Feb. 2021	Spring – 1	September 2020	Effective Oct. 1, 2020
March 2021	Spring – 2	October 2020	
April 2021	Spring – 3	December 2020	
May 2021	Spring – 4	December 2020	
June 2021	Spring – 5	January 2021	
July 2021	Spring - 1*	March 2021	
August 2021	No Pay warrant (first year only)	Effective through August 31, 2021. No benefits during September 2021. Employees must re-enroll to have coverage effective October 1, 2021.	

For questions regarding benefits, please contact Benefits Services at [benefits@cpp.edu](mailto:benefits@cpp.edu)