Cooperative (Co-Op) Education
Student Handbook
2022 - 2023

REACH BEYOND ▪ yourself ▪ your classroom ▪ your campus
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Welcome

Congratulations on your Cooperative (Co-Op) Education Program job offer. We are excited to have you join this special program. The Co-Op Education Program will give you the opportunity to gain real-world experience while pursuing your degree. We hope that this experience will not only help you further your education, but also better prepare you for the work force and a rewarding future career in your major.

This booklet contains important information pertaining to your Co-Op Education Program, including program practice, academic requirements, standards of conduct, injury protocols, employment guidelines, and contact information. Please read carefully and keep it handy for easy reference throughout your Co-Op Education Program appointment.

To foster a safe learning and working environment during the coronavirus pandemic, students must strictly follow the COVID-19 guidelines of their institutions and employers.

If you have questions or concerns, please feel free to contact the Co-Op Education Program Office.

Cal Poly Pomona (CPP)
Center for Community Engagement (CCE)
Cooperative (Co-Op) Education Program Office
Email:   co-op@cpp.edu
Phone:      909-869-3434
Program Summary

About the Program and How It Works
The Co-Op Education Program is an academic job-opportunity housed within the Center for Community Engagement (CCE) at Cal Poly Pomona. The Co-Op Education Program is available primarily for undergraduate sophomore, junior, and entering first quarter/semester senior students at all accredited universities, especially in California. It has been a very successful program for over 40 years. The goal of the Co-Op Education Program is to provide students paid jobs with real-world experience in their majors and prepare themselves for successful career endeavors while pursuing a degree.

The Co-Op Education Program actively recruits new industry partners seeking students for paid internships. We develop a formal contract agreement with companies. Co-Op students work at company sites but are officially hired as part-time employees of the Cal Poly Pomona Foundation, Inc.

Foundation Employment Practices
The Cal Poly Pomona Foundation, Inc., is an equal opportunity employer. The Foundation subscribes to all state and federal regulations, and prohibits discrimination based on sex, race, sexual orientation, national origin, handicap, marital status, age, religious creed, color, ancestry, medical condition, and/or veteran status. The Foundation hires only individuals lawfully authorized to work in the United States. All employment with Cal Poly Pomona Foundation, Inc. is at will and shall continue only upon the mutual consent of the Foundation and the employee. This means that an employee may terminate his/her employment with the Foundation at any time with or without cause or prior notice, and the Foundation has similar rights.

Part time employees are generally those hired to work a limited number of hours per week and are subject to lay off during seasonal business closures with no guarantee of being rehired. Part time employees are not eligible for employee benefits, such as health, dental, or vision insurance.


**Student Expectations**

**Standards of Conduct**

Each Co-Op student is a representative of the Cal Poly Pomona Foundation. It is important for Co-Op students to conduct with good judgements in their work ethics, attire, appearance, and behavior at the workplace. All Co-Op students are expected to be professional, respectful, and attentive to every customer, partner, and co-worker.

The industry managers will provide Co-Op students the guidelines for work protocols and schedules according to the policy and procedures. Resignation notices due to graduation and/or any circumstances should be given as early as possible so that the manager can obtain a replacement or reschedule the department’s work. Planned absences must be arranged in advance and approved by your supervisors. All absences are subject to supervisory approvals. All Co-Op students must promptly notify the industry managers if they are unable to report to work or arrive late.

Co-Op students having access to confidential information and trade secrets must have an obligation to safeguard all such.

As the Foundation part-time employees, Co-Op students are considered at-will employees and may be terminated for any reason at any time. For this reason, it may be helpful to identify some further examples of types of misconduct that may lead to disciplinary action, including termination of employment (e.g., theft, dishonesty, falsification of time records, unsatisfactory performance, excessive or unauthorized absences or tardiness, insubordination, fighting, intimidating, threatening other persons, unsafe or hazardous work actions, making threats or engaging in violent activities).

The complete list of standards of conduct can be found in the Foundation handbook - [https://www.foundation.cpp.edu/content/es/d/nh/employee-handbook.pdf](https://www.foundation.cpp.edu/content/es/d/nh/employee-handbook.pdf).
Course Enrollment
The Co-Op Education Program is an academic job opportunity program that requires students to receive academic credits. The Co-Op students are required to enroll in a Co-Op/internship course in the next quarter/semester following the receiving Co-Op Education Program job offers. Students must consult with their department faculty/academic advisors to enroll in an approved course that is acceptable for their majors and meet their university guidelines. To report course enrollment, students must email proof of enrollment, including institution name, student name, course name and ID, and term – i.e., Fall 2022 quarter/semester, Winter 2022 quarter/semester, or Spring 2022 quarter/semester, to the Co-Op Education Program administrator. Students who fail to enroll in the required Co-Op/internship course will be removed from their Co-Op Education Program. There is no Co-Op/internship course requirement during summer.

Other Expectations
The Co-Op students must communicate with the Co-Op Education Program administrator any changes in academic schedule or contact information (address, email, or phone). This will ensure that students receive ample assistance and important communications, including program administration, paychecks, W-2 tax forms, paychecks, and payroll information.

To be eligible to participate in the Co-Op Education Program, it is important for the Co-Op students to maintain at least a 2.5 GPA and their academic schedules to ensure that they do not fall under the required minimum of 12 units as full-time status during academic year.

This handbook is not intended to be a contract and should not be viewed as creating contractual obligations. Obviously, circumstances may sometimes require that the policies, practices, guidelines, and benefits described to be updated/adjusted to be suitable with current occurrences. The Cal Poly Pomona Foundation reserves the rights to amend, supplement or rescind any of the provisions of this Handbook, other than its employment at will provisions, as it deems appropriate in its sole and absolute discretion. Change will be communicated as soon as practical.

For information about the Cal Poly Pomona Foundation and the full version of the employee handbook, please visit https://www.foundation.cpp.edu/content/es/d/nh/employee-handbook.pdf
Payroll Process & Documents

**Timekeeping (recording hours worked)**  
Kronos reflects “actual” time; therefore, Co-Op students must enter hours once they start working. Also, make sure to follow any internal processes established by the industry partners.

Co-Op students must correctly record their work hours in Kronos timekeeping system. If working over 5 hours, they must take at least a half-hour lunch. Please enter the time “in” for the day, “out” for lunch, “in” from lunch, and “out” for the day. Kronos login instructions and contact information can be found in this Foundation website link [https://foundation.cpp.edu/es/kronos.aspx](https://foundation.cpp.edu/es/kronos.aspx).

Here is the payroll link [https://foundation.cpp.edu/es/calendar.aspx](https://foundation.cpp.edu/es/calendar.aspx).

**Paid Sick Leave**  
Co-Op students must promptly notify their managers and Co-Op Program Office when they are sick. Co-Op students must record their sick hours in Kronos for manager’s approval.

Co-Op students earn sick leave credits at a rate of 1 hour for every 30 hours worked after they have worked a total of 240 hours from their initial start date. Sick hours are only used for when they are sick. When Co-Op students do not have sufficient sick leave hours, they will not be paid.

If a Co-Op student abuses the sick policy, he/she/they will be disciplined and/or terminated.

**Getting Paid**  
Co-Op students are paid every other week, can work up to 20 hours a week during the academic year, and up to 40 hours per week during breaks and summer. Co-Op students have the option to have their paychecks mailed or to enroll in direct deposit. For direct deposit, the first paycheck is mailed to the home address provided by the Co-Op students; the second check and beyond will be directly deposited to the designated banking accounts.

Because Co-Op students are part-time employees, they do not get paid for holidays.

**Payroll Documents**  
The payroll calendar and all payroll information/documents can be found via this CPP Foundation link [https://foundation.cpp.edu/es/calendar.aspx](https://foundation.cpp.edu/es/calendar.aspx).
Injury Protocol

Please dial 911 in case of emergency.
In case of a work accident involving a personal injury, regardless of how trivial or how serious, it is important that the appropriate manager and Foundation’s Employment Services/Human Resources (HR) be notified immediately. Failure to report accidents can result in a violation of legal obligations and can lead to difficulties in processing insurance and benefit claims.

CPP Foundation employees injured on the job are, in most cases, entitled to benefits under Workers’ Compensation Insurance. Co-Op students with minor or serious injuries should immediately contact Cal Poly Pomona Foundation HR Administrator, Nora Fernandez, before seeing a physician at the locations listed below.

- During regular university hours (7:30am—6:00pm)
  Cal Poly Pomona Foundation affiliated Medical Group Locations:
  U.S. HealthWorks Medical Group
  801 Corporate Center Dr., Suite 130; Pomona, CA 91768
  Phone: (909) 623-1954

- After hours contact:
  U.S. HealthWorks Medical Group
  17487 E. Hurley St.; City of Industry, CA 91744
  Phone: (626) 965-0959

Injury Forms
Co-Op students must have already received 3 forms listed below via hard copy & email before their start dates.

- The Co-Op student must complete and submit the following three forms to Cal Poly Pomona Foundation HR Administrator - Nora Fernandez. Phone: (909) 869-4378; email: nfernandez@cpp.edu
  1. Medical Service Order form
     You will need to present the approved copy of this form to the clinic staff for examination.
  2. Employee Injury or Illness Report Form: (FYI: Supervisor completes PART II)
  3. Workers Compensation Claim Form (DWC1)
The Industry Partner Manager must contact Nora Fernandez to obtain appropriate injury forms to complete and submit to the Cal Poly Pomona Foundation Human Resources manager.


To Return to Work

Upon release from US HealthWorks, the Co-Op student must contact the Cal Poly Pomona Foundation Human Resources (HR) manager - Nora Fernandez for approval to return to work. Once all the forms have been submitted to the Cal Poly Pomona Foundation HR Office, they will approve, process and authorize the Co-Op student to return to work.

The Co-Op student must confirm with his/her/their manager and the Co-Op Education Program Office this approval before returning to work.

For more information about Foundation’s Injury Protocol, please contact Cal Poly Pomona Foundation Human Resources Office.

Human Resources

- Nora Fernandez  
  909-869-4378  
  nfernandez@cpp.edu

- Samantha Broyles  
  909-869-4811  
  slbroyles@cpp.edu
Resignation/Termination

Resignation
When a Co-Op student decides to resign from the Co-Op Program, he/she/they must submit their resignation at least two weeks in advance to the industry partner manager and Co-Op Program coordinator. This allows the Co-Op coordinator to administer the appropriate paperwork for the separation, record the correct end date when internship verification be needed in the future, and plan for recruitment of a new Co-Op student.

Terminations
The Cal Poly Pomona Foundation is an at will employer, which means that a Co-Op student may terminate their employment with the Foundation at any time with or without cause or prior notice, and the Foundation has similar rights.

Voluntary Terminations are when students have completed their Co-Op Education Program due to graduation or program timeline.

Involuntary Terminations (disciplinary action/student dismissal) consists of a verbal warning, written warning, suspension and/or immediate discharge depending on the situation.

In the event of a termination, the industry partners will inform in advance the Cal Poly Pomona Foundation director, HR administrator, and the Co-Op administratror of any disciplinary action. Then, the Cal Poly Pomona Foundation will meet with the student to discuss disciplinary actions or dismissal while ensuring that the proper protocol is followed.

Any questions/concerns should be directed to the Co-Op Program administrator - (909) 869-3434; co-op@cpp.edu.
Contact Information
Cal Poly Pomona

Center for Community Engagement (CCE)

Campus
3801 W. Temple Ave., Bldg. 1-108
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Fax:      909-869-4515

CCE Director
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Phone:  909-869-3129
Email:   bdfairley@cpp.edu

Co-Op Program Administrator
Queenie Du
Bldg. 1-108
Phone:  909-869-3434
Email:   qqdu@cpp.edu

Foundation Office

Office
3801 W. Temple Ave., Bldg. 55
Pomona, CA  91768
Phone:  909-869-2950
Fax:      909-869-3716

Human Resources
Nora Fernandez
Phone:  909-869-4378
Email:   nfernandez@cpp.edu

Samantha Broyles
Phone:  909-869-4811
Email:   slbroyles@cpp.edu

Payroll Services
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