



University Resource Guide for Employees

In the event you may need to address personal circumstances, and you find it helpful, please review the University Resource Guide for Employees. Please feel free to reach out to the resource office directly. The resource office will work directly with the employee to understand how best to support an employee's circumstance, determine eligibility, and next steps.

Employee Assistance Program - Staff needing personal support resources for themselves, their dependents, or their permanent household members may contact the Employee Assistance Program, called LifeMatters. You'll need to reach out to benefits@cpp.edu for the password to access LifeMatters services. LifeMatters is available on a live basis 24/7/365 toll free at (800) 367-7474 and at <https://members2.mylifematters.com/portal/welcome/ssso>.

Office of Conflict Resolution Services & Ombuds - Office of Conflict Resolution Services and Ombuds - Is available to Broncos at all levels of the University as an independent, informal, impartial, voluntary and confidential source for conflict resolution services, problem-solving support, resources, gaining perspective and developing options related to University structure, policies, procedures and practices. For more information or to book a meeting with the CPP Ombuds, please visit [Office of Conflict Resolution Services and Ombuds](#), or contact CPP Ombuds, at (909) 869-4714 or ombuds@cpp.edu.

Medical Condition - The Family Medical Leave Act (FMLA) visit <https://www.cpp.edu/eoda-hr/departments/benefits/leaves/leave-programs/index.shtml> is available to eligible employees who have a medical condition, or their dependents, that causes the employee to need time off from work either intermittently, or long term up to 12 weeks in a 12-month period while maintaining group health benefits. You and/or your physician may consult confidentially with the Leaves Office at employee-leaves@cpp.edu or (909) 869-6839 to obtain more information.

Reasonable Accommodations - may be available for eligible employees with documented disabilities. The ADA Coordinator has been designated as the campus authority to verify employee disabilities and to prescribe specific accommodations, in conjunction with the employee and their department, for employees with documented disabilities. To obtain more information or to submit an Employee Accommodation Request Form, please visit the University website at: <https://www.cpp.edu/eoda-hr/departments/ada/index.shtml> or contact the campus ADA Coordinator, at (909) 869-4095 or adacoordinator@cpp.edu.

Workers' Compensation - Benefits are designed to provide you with the medical treatment needed to help you recover from an injury or illness caused by work; payment of temporary disability benefits if you lose wages because your injury prevents you from doing your usual job while recovering; payment of permanent disability if you don't recover completely; and for certain types of injury, supplemental job

displacement vouchers to pay for re-training should you be unable to return to work for the same employer. To obtain more information or to submit a report of injury or illness, please visit <https://www.cpp.edu/eoda-hr/departments/wc/index.shtml> or contact the campus Workers' Compensation Specialist at workerscomp@cpp.edu (909) 869-3725.

Leaves of Absence – To help employees manage personal responsibilities, health needs, and life commitments, the University offers different types of leaves such as family medical leave, pregnancy disability leave, parental leave, military leave, catastrophic leave, and leave for employees who are survivors of violence or family members of victims of violence. To learn more, review the [Leave of Absence website](#) and consult confidentially with the Leaves Office at employee-leaves@cpp.edu or (909) 869-6839.

Below is a listing of University resource offices that can receive employee concerns/complaints. The resource office will work directly with the employee to understand how best to facilitate the employee's concern/complaint.

Office of Equity and Compliance (OEC) - The OEC is committed to fostering an inclusive campus environment where all members of the Cal Poly Pomona community can work, learn and thrive free from Discrimination, Harassment, Retaliation (DHR) as well as sexual misconduct (sexual assault, dating/domestic violence and stalking). For those who wish to file a complaint or would like more information about this office, please contact (909) 869-4646 or officeofequity@cpp.edu. More information may also be found on the OEC website: <https://www.cpp.edu/officeofequity/index.shtml>.

Whistleblower CSU EO 1115 - You have a right to file a complaint under CSU Executive Order 1115 as Protected Disclosure of Improper Governmental Activities and/or Significant Threats to Health or Safety. To file a complaint under CSU EO 1115, please contact Jon Saclolo, Director of Strategic Management at: (909) 979-6844 or via email at jcsaclolo@cpp.edu. More information can also be found on the Whistleblower website: <https://www.cpp.edu/internal-audit/whistleblower.shtml>

Employee/Labor Relations (ELR) - ELR is the designated office on campus to respond to workplace concerns, employee misconduct, questions regarding HR policies or the collective bargaining agreements for employees in bargaining units 1 (UAPD); 2, 5, 7, and 9 (CSUEU); 4 (APC); 6 (Teamsters); 8 (SUPA) and 15 (Student Assistants), and other related matters. For more information or to report concerns, please visit <https://www.cpp.edu/eoda/employee-labor/index.shtml> and contact ELR at elr@cpp.edu or (909) 869-5392.

Faculty Affairs (FA) - FA is the designated office on campus to respond to workplace concerns, faculty misconduct, HR policy related questions/concerns, and collective bargaining agreement questions/concerns/ interpretations and other related matters as they pertain to faculty (Unit 3) and Graduate Assistants, Teaching Assistants, and Instructional Student Assistants (Unit 11) employees. To obtain more information or to report concerns, please visit <https://www.cpp.edu/faculty-affairs/about-us/index.shtml> and contact FA at avpfa@cpp.edu or (909) 869-3407.

University Police Department (UPD) - UPD is a full-service, sworn police agency that provides law enforcement, emergency response, conducts criminal investigations, offers crime prevention and educational programs, support for special events and a range of other services. For immediate safety

and security concerns, employees may contact UPD at police@cpp.edu or by calling (909) 869-3070. More information may also be found on the UPD website: <https://www.cpp.edu/police/index.shtml>.

Environmental Health & Safety (EH&S) - EH&S is responsible for planning, implementing, and administering the campus Environmental Health and Safety Programs and for providing technical consultation, training, and inspection to ultimately ensure compliance with established laws and maintain a safe place to work, study, and play for faculty, staff, students, and visitors. For more information, employees may contact EH&S at ehs@cpp.edu or visit the EH&S website at: <https://www.cpp.edu/ehs/index.shtml>

Facilities Planning & Management (FP&M) - FP&M is responsible for maintenance, repair, remodeling, alterations, and additions to all university facilities, and vehicle fleet. FP&M administers all building permits, including special events and tents. FP&M's day-to-day operations include providing utilities, operation of the heating and cooling systems, and emergency response in facilities needs. For more information, employees may contact FP&M at fmcustomer@cpp.edu or visit the FP&M website at: <https://www.cpp.edu/fpm/index.shtml>.