

## Policy Checklist & University Resource Guide for Employees

Congratulations on your new position at Cal Poly Pomona. We are thrilled to welcome you to the Cal Poly Pomona (CPP) community! To support success in your new role at CPP, we invite you to visit the [Human Resources Policies](#) and the [Employment Notices](#) web pages to familiarize yourself with the systemwide California State University (CSU) and CPP employment policies as well as state and federal notices regarding your employment rights. In addition, please review the important information below regarding employee resources available at CPP.

After reviewing, please sign and date this document to acknowledge that you have read the information and understand the university's expectations. Employment policy questions may be sent to [hrpolicy@cpp.edu](mailto:hrpolicy@cpp.edu).

### Cal Poly Pomona's Principles of Community

The Principles of Community are a set of guiding values, norms, and expectations that CPP established to foster a positive and inclusive environment. The principles set expectations for behavior and interactions and cultivate a positive campus culture.

- **Practice Mutual Respect:** We recognize the inherent dignity and worth of every individual, treating them with courtesy and kindness, actively listening to their perspectives and maintaining a respectful and open dialogue.
- **Foster Growth:** We support the holistic development of each community member, promoting and encouraging opportunities for intellectual, professional and emotional growth.
- **Cultivate Belonging:** We actively create an inclusive culture where everyone feels valued, welcomed and empowered to contribute.
- **Act with Integrity:** We commit to the highest standards of ethical behavior, transparency and fairness in all aspects of academic, professional and personal life.

For more information, see [Principles of Community](#).

### University Policies

#### Nondiscrimination Policy

Cal Poly Pomona prohibits discrimination and harassment based on a protected status, sexual misconduct, sexual exploitation, dating and domestic violence, and stalking as well as retaliation for exercising rights under the Nondiscrimination Policy. For more information, review the [Interim CSU Nondiscrimination Policy](#). To report policy violations, contact the [Office of Equity & Compliance](#).

### **Equal Employment Opportunity**

All university programs and activities are open and available to all regardless of race, sex, color, ethnicity or national origin. Consistent with California law and federal civil rights laws, Cal Poly Pomona provides equal opportunity in employment without unlawful discrimination or preferential treatment based on race, sex, color, ethnicity, or national origin. Cal Poly Pomona complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, the California Equity in Higher Education Act, California's Proposition 209 (Art. I, Section 31 of the California Constitution), other applicable state and federal anti-discrimination laws, and CSU's Nondiscrimination Policy. We prohibit discriminatory preferential treatment, segregation based on race or any other protected status, and all forms of discrimination, harassment, and retaliation in all university programs, policies, and practices. For more information, review the [Interim CSU Nondiscrimination Policy](#) and CPP [Equal Employment Opportunity Policy Statement](#).

### **Zero Tolerance for Violence Policy**

Cal Poly Pomona has zero tolerance for threats or acts of violence against members of the campus community. Such conduct is subject to disciplinary action up to and including dismissal from employment and civil or criminal prosecution, as appropriate. For more information, review the [Zero Tolerance for Violence Policy](#).

### **Time, Place, and Manner Policy**

Institutions of higher education have a special obligation to encourage and support the free expression of ideas, values, and opinions, even where they may be unpopular or controversial. Freedom of expression, however, coexists with other rights such as the need to preserve public order and safety and to maintain the ability of the CSU to fulfill its educational mission. The exercise of freedom of expression and assembly rights must still comply with all applicable federal, state and local laws, as well as university policies. For more information, visit the [Free Speech Policies website](#).

### **Information Security Responsible Use Policy**

All users of university information assets must safeguard the assets' confidentiality and integrity and must use the assets in an ethical and legal manner, consistent with [the CSU Information Security Policy and Standards](#) and [Cal Poly Pomona's Appropriate Use Policy for Information Technology](#).

### **Outside Employment Requirements for Staff and Faculty**

Several collective bargaining agreement (CBA) provisions prohibit represented employees from taking on outside employment activities that pose a conflict of interest or a conflict of commitment with the employee's CSU position. To locate the applicable CBA, visit the [Collective Bargaining Agreements & Updates website](#).

### **Additional Employment Policy**

In addition to their primary CSU appointment, an employee may take on additional employment that is compensated by the CSU, a CSU foundation or a CSU auxiliary, provided that the timebase of all additional employment position(s) totals no more than 25% in excess of a full-time timebase.

Additional employment shall not interfere with the employee's primary CSU assignment. Conflicts of interest are not permitted, regardless of the amount of compensation or timebase. For more information, review the [Additional Employment Policy](#).

### **Volunteer Policy**

A CSU employee may not volunteer to take on any duty or responsibility that is closely related to the duties of their paid CSU job. For more information, review the [CSU Volunteers Policy](#).

### **Conflict of Interest Handbook**

This resource explains the ethics laws and policies that govern the conduct of CSU employees. A number of prohibited activities are discussed, including, but not limited to: public decision-making that reasonably could have a material effect on personal financial interests, use of non-public information for personal gain, gifts of public funds, holding incompatible public offices, holding employment outside of the CSU that poses a conflict of commitment or interest with CSU employment, consulting into another contract, working as an independent contractor for the CSU or another state agency while being employed by the CSU, restrictions on contracting with the CSU within a specified time period after separating from CSU employment, restrictions on student loan and study abroad programs, and federal lobbying. For more information, review the [Conflict of Interest Handbook](#).

### **Conflict of Interest – Employees in Designated Positions**

To minimize the extent to which public employees pursue their own financial interests at the expense of the public interest, the California Political Reform Act requires all employees to notify the University when it is foreseeable that their participation in a University decision-making process will affect their personal financial interests and to disqualify themselves from involvement in the decision.

In addition, employees in positions listed in the CSU Conflict of Interest Code must file a Statement of Economic Interests to disclose their financial interests and complete ethics training. For more information, visit the [Conflict of Interest web page](#).

### **Gifts to Agency, Distribution of Tickets and Reporting of Ceremonial Roles Policy**

In general, employees in positions listed in the CSU Conflict of Interest Code must report any travel payments, tickets or passes that they received from a source that has contracted with the University within the previous two years to supply or purchase goods or services, including construction work. Under certain circumstances when specific criteria outlined in the law are met, the travel payments, tickets or passes are not reported by the individual employee, but are instead reported by the University as a gift to the University. For more information, review the [Gifts to Agency, Distribution of Tickets, and Reporting of Ceremonial Roles Policy](#).

**Conflict of Interest–Principal Investigators**

Employees with principal responsibility for a research project that is funded or supported, in whole or in part, by a contract or grant from a non-governmental entity must file a Statement of Economic Interests and complete ethics training. For more information, review [Conflict of Interest for Principal Investigators](#).

**University Endorsements Policy**

Reasonable care must be taken to prevent the use of the University’s name, logo, trademarks, branding, or other indicia in ways that suggest endorsement without proper approval and an executed license or similar contractual agreement. With few exceptions, CSU employees may only participate in endorsement activities with express written approval or prior written delegated authority. Sponsorships, Commercial Partnerships, Licensing Agreements, and Affinity Agreements entered into on behalf of the University are permissible when there is a clear Public Benefit and the arrangement aligns with the University’s mission and values. For more information, review the [University Endorsements Policy](#).

**Complaint Procedures for Protected Disclosure of Improper Governmental Activities and/or Significant Threats to Health or Safety**

An individual may report an improper governmental activity or a significant health or safety threat to the [Director of Internal Audit](#) for investigation. To see the complaint procedures, review [Complaint Procedures for Protected Disclosure of Improper Governmental Activities and/or Significant Threats to Health or Safety](#).

**Complaint Procedure for Allegations of Retaliation for Having Made a Protected Disclosure under the California Whistleblower Protection Act**

An individual who was retaliated against for reporting an improper government activity or a significant health or safety threat may contact the [Director of Internal Audit](#) for an investigation of the alleged retaliation. To see the complaint procedure, review [Complaint Procedure for Allegations of Retaliation for Having Made a Protected Disclosure under the California Whistleblower Protection Act](#).

**Policy Governing the Provision of Employee References**

If you receive a request for an employment reference and you are either: (1) the current dean of the person seeking the reference; (2) the current supervisor of the person seeking the reference and you are not a represented employee; (3) a Management Personnel Plan (MPP), Level III or Level IV employee; or (4) an Executive (M98) employee, then you must contact Human Resources. Human Resources will check the person’s work performance and any misconduct record, determine whether a reference may be given, and review any reference before you send it.

If you are a former supervisor/dean or you are a former/current colleague of the person seeking an employment reference, you may only provide a personal reference. Personal references do not require consultation with Human Resources. Using university letterhead or your university email

address to send the personal reference is allowed, but your correspondence must clearly state that it is your personal reference, which does not represent the University's viewpoint. For more information, review the [Employment Policy Governing the Provision of Employee References](#).

#### **Nepotism Policy**

No employee shall vote, make recommendations or in any way participate in decisions that may directly affect the employment status or interest of an immediate family member, as defined in the policy.

An employee must disclose to Human Resources whenever they are in a position with direct or significant authority over their immediate family member, or they are in a position under the direct or significant authority of their immediate family member, or they and their immediate family member report to the same supervisor. In such cases, a written plan must be reviewed and approved by the leadership of both employees to ensure that personnel matters and other terms and conditions of employment will not be decided based on the said relationship. For more information, review the [CSU Nepotism Policy](#).

#### **Consensual Sexual/Romantic Relationships**

A consensual sexual or romantic relationship between an employee and any student or employee over whom they exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority is prohibited. To review the prohibition, see Article V.A.9 of the [Interim CSU Nondiscrimination Policy](#).

#### **Workplace Violence Prevention Plan**

The University Workplace Violence Prevention Plan ("WVPP") highlights how employees can report violent workplace incidents and threats and describes the University's incident response and investigation processes. The WVPP is an important component of the University's commitment to safety, and we encourage all employees to review and familiarize themselves with the plan. To review the plan, visit the [Workplace Violence Prevention Program website](#).

#### **Smoke and Tobacco Free Environment Policy**

Cal Poly Pomona is a smoke and tobacco-free campus. For more information, review the [Policy on Systemwide Smoke and Tobacco Free Environment](#).

#### **Drug-Free Workplace Policy**

Consistent with the [CSU Drug-Free Workplace Policy](#), Cal Poly Pomona has implemented a program to prevent the unlawful use or abuse of drugs or alcohol and to set forth standards to provide a safe, healthy, and productive setting. For more information, review the [Policy On Alcohol And Other Drugs](#).

### **Child Abuse and Neglect Reporting**

The California Child Abuse and Neglect Reporting Act (CANRA) requires employees in certain positions to report suspected child abuse and neglect and to receive training regarding this obligation. If subject to these requirements, you will receive notice from Human Resources and must provide a written acknowledgment of your obligation. For more information, review the [Mandatory Reporting of Child Abuse and Neglect Policy](#).

### **Out-of-State Employment Policy**

As an agency of the State of California, CSU's business operations almost exclusively reside within California. The Out-of-State Employment Policy prohibits hiring and permitting employees to perform CSU-related work outside California. For more information, review the [Out-of-State Employment Policy](#).

### **Background Checks Policy**

All new hires must successfully complete a background check before starting work. Current employees must also complete a background check before starting work in a new position if: (1) they are under voluntary consideration; (2) for a position that is designated as sensitive or for a position where the law requires a background check; and (3) within the last twelve months at Cal Poly Pomona, they have not completed the same type of background check that is required for the new position. Current employees who are given the opportunity to be appointed to a position that requires a background check may decline the opportunity. For more information, review the [Background Checks Policy](#).

### **Outside Employment Disclosure Requirements for Management Personnel Plan and Executive Employees**

To prevent conflicts of interest or commitment, Management Personnel Plan (MPP) and executive employees must identify and disclose all outside employment for which they receive compensation. For more information, review the [Revised Outside Employment Disclosure Requirements for Management Personnel Plan \(MPP\) and Executive Employees](#).

### **Supplemental Compensation for Management Personnel Plan Employees**

A Management Personnel Plan (MPP) employee may only receive supplemental compensation, such as housing, housing allowance, automobile, automobile allowance, supplemental pay, performance incentives and bonuses for MPP athletic personnel, if there is a clearly demonstrated benefit to the CSU, prior written approval from the Vice Chancellor of Human Resources was obtained, and the funding comes from a non-General fund source. For more information, review the [Management Personnel Plan – Supplemental Compensation Policy](#).

**5 California Code of Regulations §42723(a)**

A Management Personnel Plan employee serves at the will of the campus President and does not serve a probationary period or receive permanent status. “A public office is a public trust created in the interest and for the benefit of the people. Public officers are obligated . . . to discharge their responsibilities with integrity and fidelity . . .” Terry v. Bender (1956) 143 Cal.App.2d 198, 206. For more information, review [5 California Code of Regulations §42723\(a\)](#).

**Collective Bargaining Agreement Represented Employees**

If your position is represented by a collective bargaining agreement (CBA), it is identified and referenced in your Offer/Appointment Letter. The applicable CBA listed in your Offer/Appointment Letter identifies other terms and conditions of employment associated with your position that you should familiarize yourself with. To review your applicable CBA, first find the CBA identified in your Offer/Appointment Letter, then visit the [Collective Bargaining Agreements & Updates website](#).

**Other Conduct of Concern**

The CSU addresses harmful conduct regardless of whether it violates policy or law or could result in formal discipline. The CSU Systemwide Guidance on Other Conduct of Concern reiterates core principles of fairness and accountability and provides clear guidelines on addressing harmful conduct so that all community members may access the benefits and opportunities of working in an inclusive, supportive, respectful and caring environment. For more information, review the [Other Conduct of Concern Systemwide Guidance](#).

**Education Code §89535**

A CSU permanent or probationary employee may be dismissed, demoted, or suspended for a number of reasons, including immoral conduct, unprofessional conduct, dishonesty, failure or refusal to perform the normal and reasonable duties of the position, conviction of a felony or a misdemeanor involving moral turpitude, and fraud in securing appointment. For more information, review the [Education Code §89535](#).

## University Resource Guide for Employees

Cal Poly Pomona is committed to student and employee success and is dedicated to fostering a caring, inclusive, and supportive environment. In alignment with the CSU Forward initiative, we strive to continuously improve systems, processes, and services to better support our campus community. We encourage you to review this *Resource Guide for Employees*, which provides helpful information on navigating a variety of university resources and processes available to employees seeking assistance.

The following is a list of resources that may support personal circumstances. We recognize that navigating processes during a sensitive time can feel overwhelming. Employees are encouraged to reach out directly to the resource office. Their teams are available to listen, provide guidance, determine eligibility if applicable, and support 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. The password to access LifeMatters services is “Pomona”. Services are available 24/7/365 toll free at (800) 367-7474 and at the [LifeMatters website](#).

**Medical Condition** – Family Medical Leave is available to eligible employees to take time off from work for their own serious health condition or to care for a family member with a serious health condition. Up to 12 weeks of leave may be taken either intermittently or continuously in a 12-month period while maintaining group health benefits. For more information, visit the [Leave of Absence website](#). You and/or your physician may consult confidentially with the Leaves Office at [employee-leaves@cpp.edu](mailto:employee-leaves@cpp.edu) or (909) 869-6839.

**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](mailto:employee-leaves@cpp.edu) or (909) 869-6839.

**ADA Reasonable Accommodations** may be available for qualified employees with disabilities. A reasonable accommodation is a change or adjustment to a job, work environment, or how things are usually done that enables a qualified employee with a disability to perform the essential functions of their position or to enjoy equal employment opportunities. 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. For more information or to submit an Employee Accommodation Request Form, please visit the [Accessibility & Reasonable Accommodations website](#) and contact the campus ADA Coordinator at (909) 869-4095 or [adacoordinator@cpp.edu](mailto:adacoordinator@cpp.edu).

**Workers' Compensation** benefits are designed to provide you with the medical treatment needed to help support your recovery from a work-related injury or illness. These benefits may include payment for necessary medical care; temporary disability benefits if you lose wages because your injury prevents you from performing your usual job while recovering; payment of permanent disability if you do not recover completely; and, for certain types of injuries, supplemental job displacement vouchers to assist with re-training if you are unable to return to work for the same employer. For more information or to report a work-related injury or illness, please visit the [Workers' Compensation website](#) and contact the Workers' Compensation Office at [workerscomp@cpp.edu](mailto:workerscomp@cpp.edu) (909) 869-3725.

Below is a list of University resource offices available to support employees with concerns, complaints, or requests for assistance. Each office works directly with you to understand your individual experience and connect you with appropriate supportive measures and next steps to address your situation.

**Office of Equity and Compliance (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](mailto:officeofequity@cpp.edu). More information is available at the [Office of Equity and Compliance website](#).

**Whistleblower** – Under CSU Executive Order 1115, a complaint may be filed to report a Protected Disclosure of Improper Governmental Activities and/or Significant Threats to Health or Safety. To file a complaint, please contact Jon Saclolo, Director of Strategic Management, at (909) 979-6844 or via email at [jcsaclolo@cpp.edu](mailto:jcsaclolo@cpp.edu). More information is available at the [Whistleblower website](#).

**Faculty Affairs (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 the [Office of Faculty Affairs website](#) and contact FA at [avpfa@cpp.edu](mailto:avpfa@cpp.edu) or (909) 869-2815.

**Employee/Labor Relations (ELR)** serves as a strategic partner in advancing a respectful, professional, and effective workplace. ELR supports staff, management, and student assistants by addressing workplace concerns, investigating employee conduct matters, interpreting HR policies, and providing guidance on best practices that promote consistency, accountability, and service excellence. The office also provides expertise in interpreting collective bargaining agreements for staff and student assistants to ensure equitable, compliant, and systemwide-aligned application across campus. For questions, consultation, or to report a concern, please contact ELR at [elr@cpp.edu](mailto:elr@cpp.edu) or (909) 869-5392.

**HR Policy and Audit Readiness (HRP)** ensures consistent, transparent interpretation and implementation of CSU Human Resources policies and employment laws. We support campus divisions to align campus employment practices with policy and legal requirements. We interpret, educate, and communicate CSU Human Resources policies as well as state and federal laws pertaining to employment rights in clear terms to employees and management, and we respond to HR policy-related inquiries from managers and staff. For more information or to consult with our unit, please visit the [HR Policy and Audit Readiness](#) website or contact us at [hrpolicy@cpp.edu](mailto:hrpolicy@cpp.edu) or (909) 869-3729.

**University Police Department (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](mailto:police@cpp.edu) or by calling (909) 869-3070. More information may also be found on the [UPD website](#).

**Threat Management Team (TMT)** reviews reports and information concerning potentially threatening behavior to assess appropriate intervention strategies and supportive measures, as needed.

If there is an immediate or imminent threat to the safety of any individual or the campus community, please contact the University Police Department immediately at (909) 869-3070 (if on campus) or call 911. The campus community may report concerning or potentially threatening behavior to [Report@cpp.edu](mailto:Report@cpp.edu).

**Cal Poly Pomona’s Workplace Violence Prevention Plan** (“WVPP” or “Plan”) addresses workplace violence hazards; highlights how employees can report violent workplace incidents; and outlines procedures and communications protocols regarding workplace violence emergencies, investigation processes, and post-incident response. For more information, see [Workplace Violence Prevention website](#).

**Environmental Health & Safety (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](mailto:ehs@cpp.edu) or visit the [EH&S website](#).

**Ergonomic Assessment.** If you would like to request an ergonomic assessment of your workstation, please inform your HEERA Manager of this assessment request and then [fill out this form](#) to complete a request. Cal Poly Pomona Ergonomics will contact you within two weeks to schedule the assessment. If you have not heard from CPP Ergonomics, please contact [ergo@cpp.edu](mailto:ergo@cpp.edu).

**Facilities Planning & Management (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 to facilities needs. For more information, employees may contact FP&M at [fmcustomer@cpp.edu](mailto:fmcustomer@cpp.edu) or visit the [FP&M website](#).

## Acknowledgment

I affirm that I have received, read, and understood the Policy Checklist & University Resource Guide for Employees. I will adhere to the policy expectations and obligations.

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Signature

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Date