

News You Can Use

CPP Employee Webinar

Hosted by EODA/HR Operations

8/14/2025



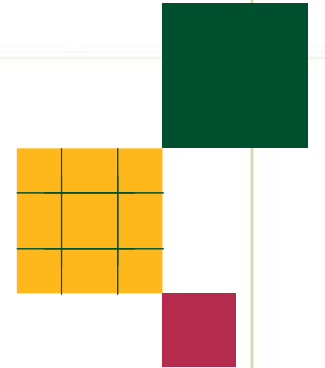
Cal Poly
Pomona



- Offers a more direct way to share key information
- Allows us to speak with you in real time about updates, processes, and procedures that impact your work
- Provides you with a space to ask questions and share feedback



Strategic Learning & Organizational Effectiveness Initiatives





CPP Years of Service Ceremony

Date & Time

Monday, August 18th

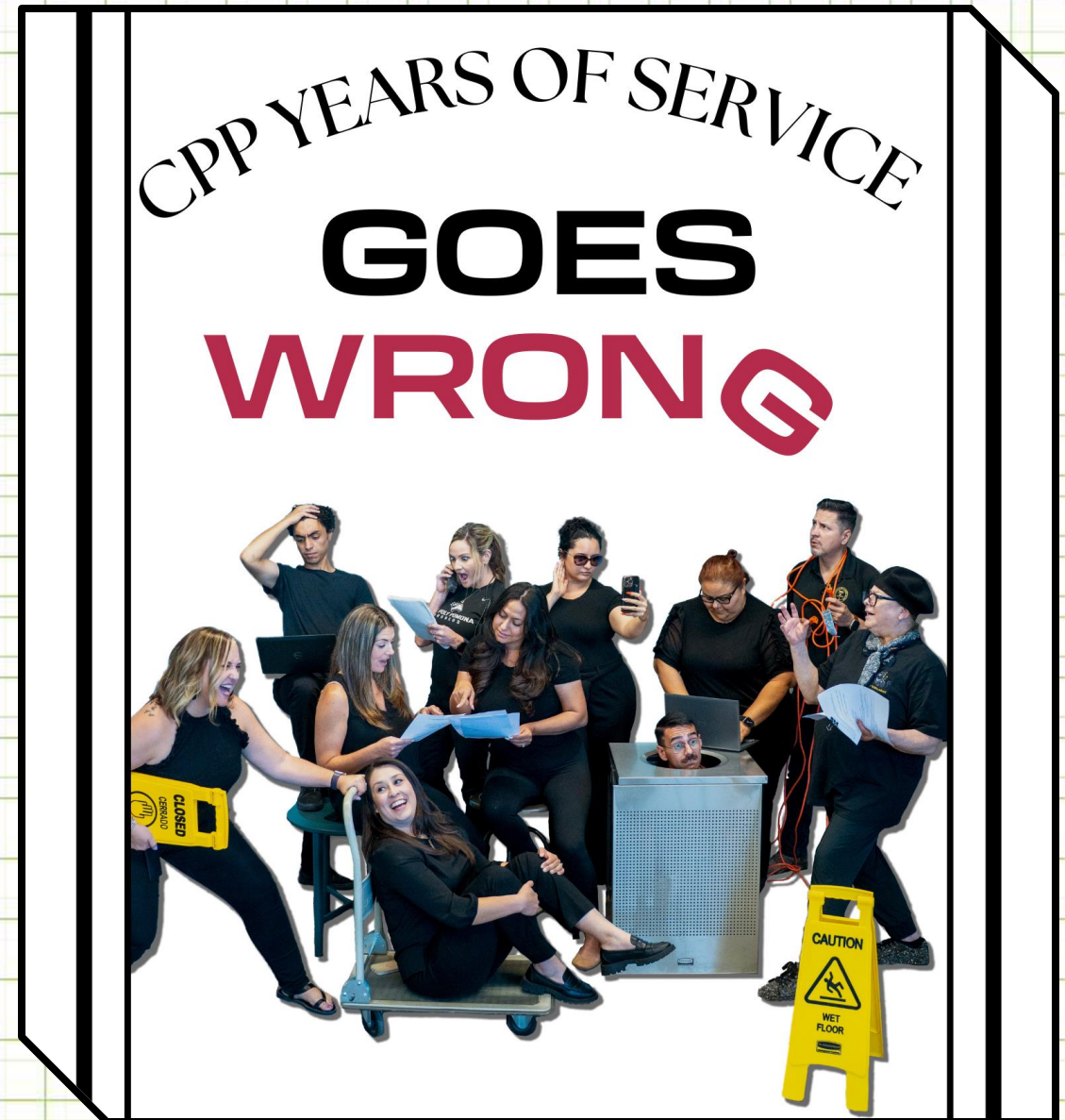
10am – 11:30am

Location:

Bronco Student Center

URSA Major

**Refreshments will be provided*





Upcoming Sessions

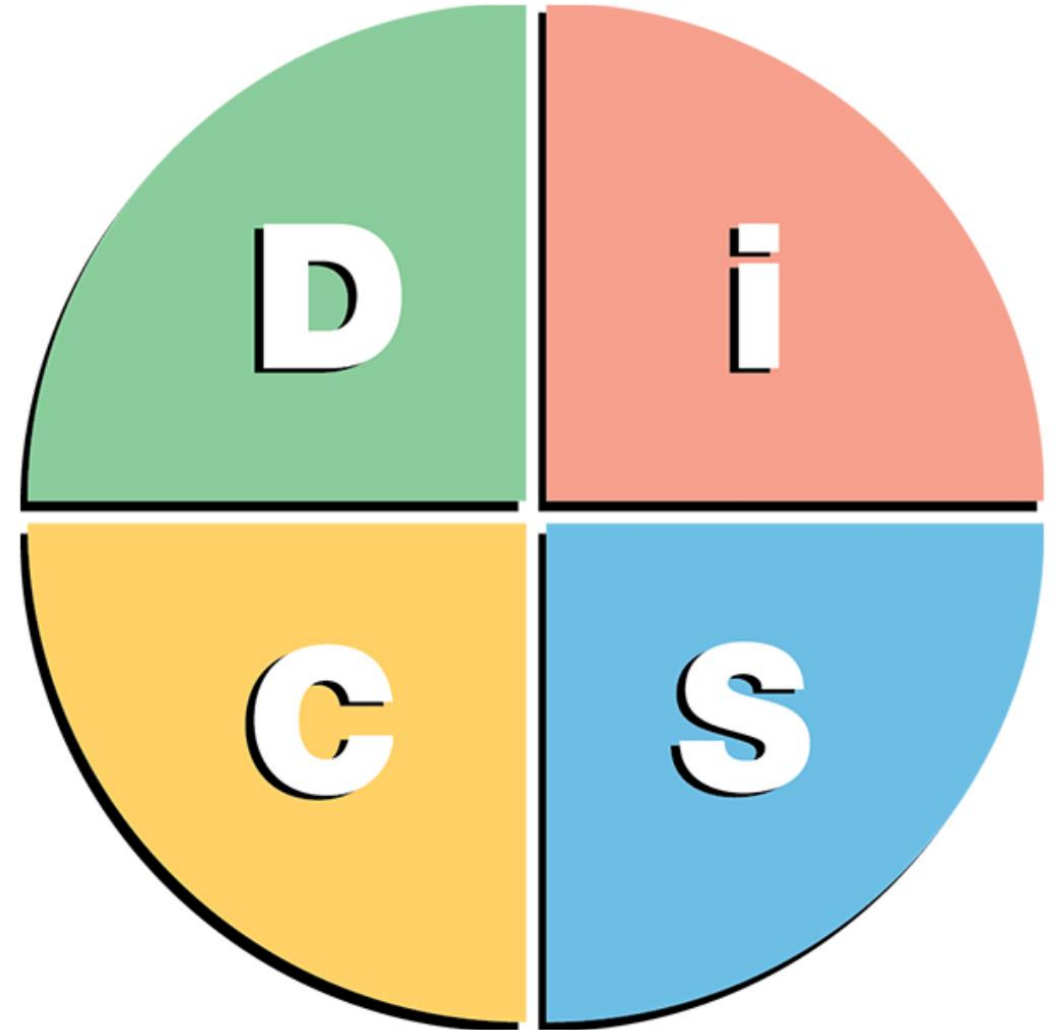
How you Show Up: A DISC Discovery Workshop

Date and Time:

September 4th
10:00AM – 12PM

Location:

Student Service Building
121-W, 1965





What is the CCC?

- Weekly Dose of Mindfulness
- Breath & Health
- How to Bring your Best Self to Work
- Success as a 1st Gen Professional
- Exposing Hidden Bias
- Atomic Habits
- Increase Productivity with MS OneNote
- Foundations of Change Management
- Communicating for Success – Tips and Tricks to Enhance Your Skills

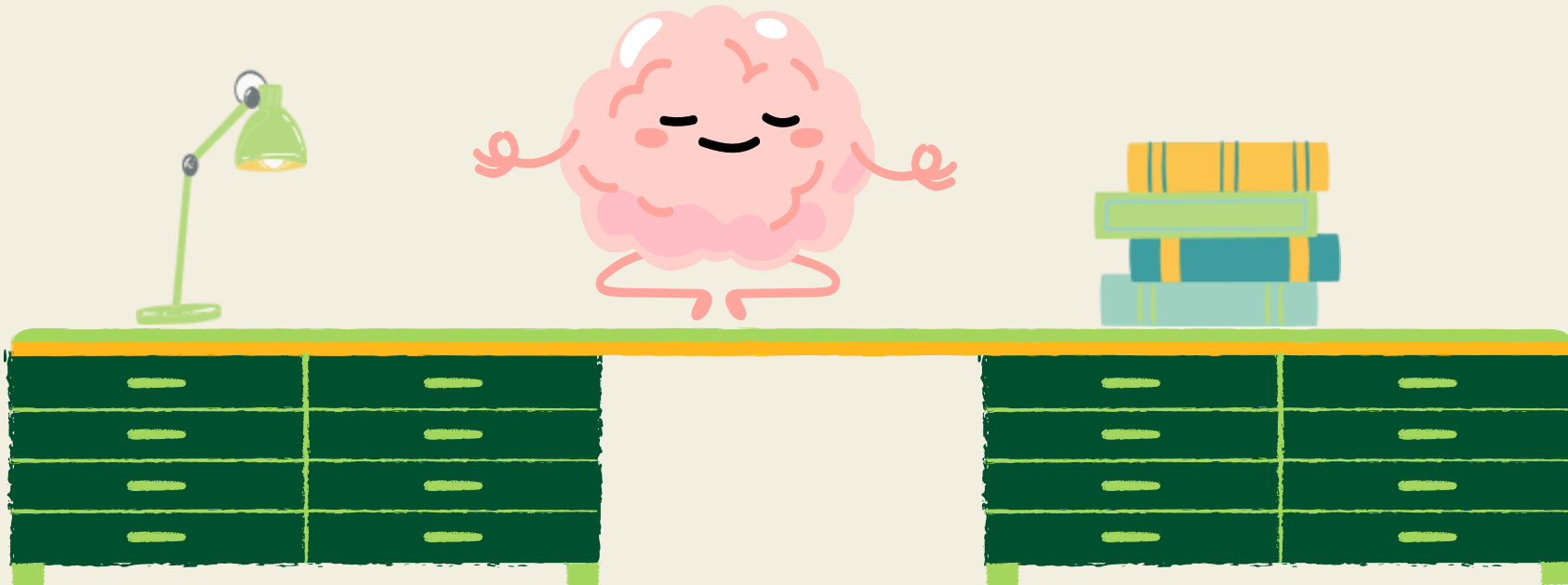




LEARNING LABS (CCC)

The Change Advantage: Adapt & Succeed

Wednesdays 9 – 9:30 a.m. | September 10, 17, 24

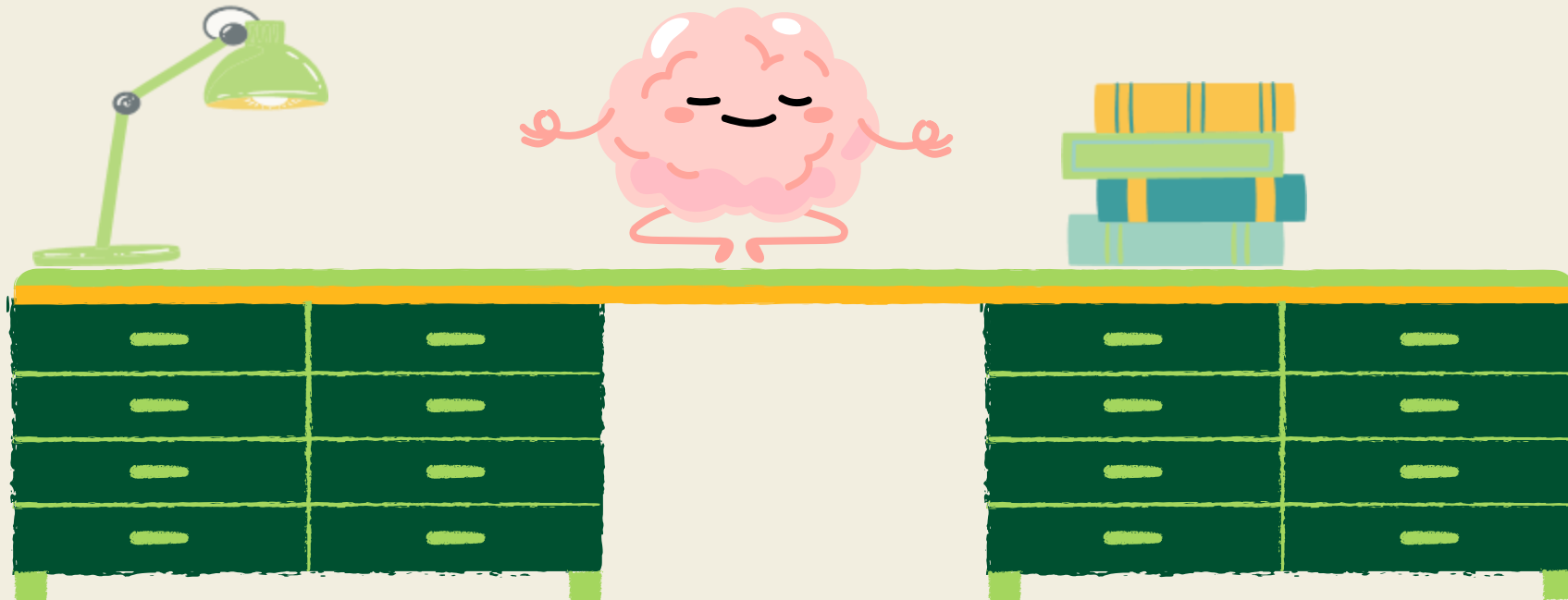




LEARNING LABS 1 (CCC)

Mindset Matters: Thrive in Any Season

Mondays at 9 – 9:30 a.m. | October 13, 20, 27

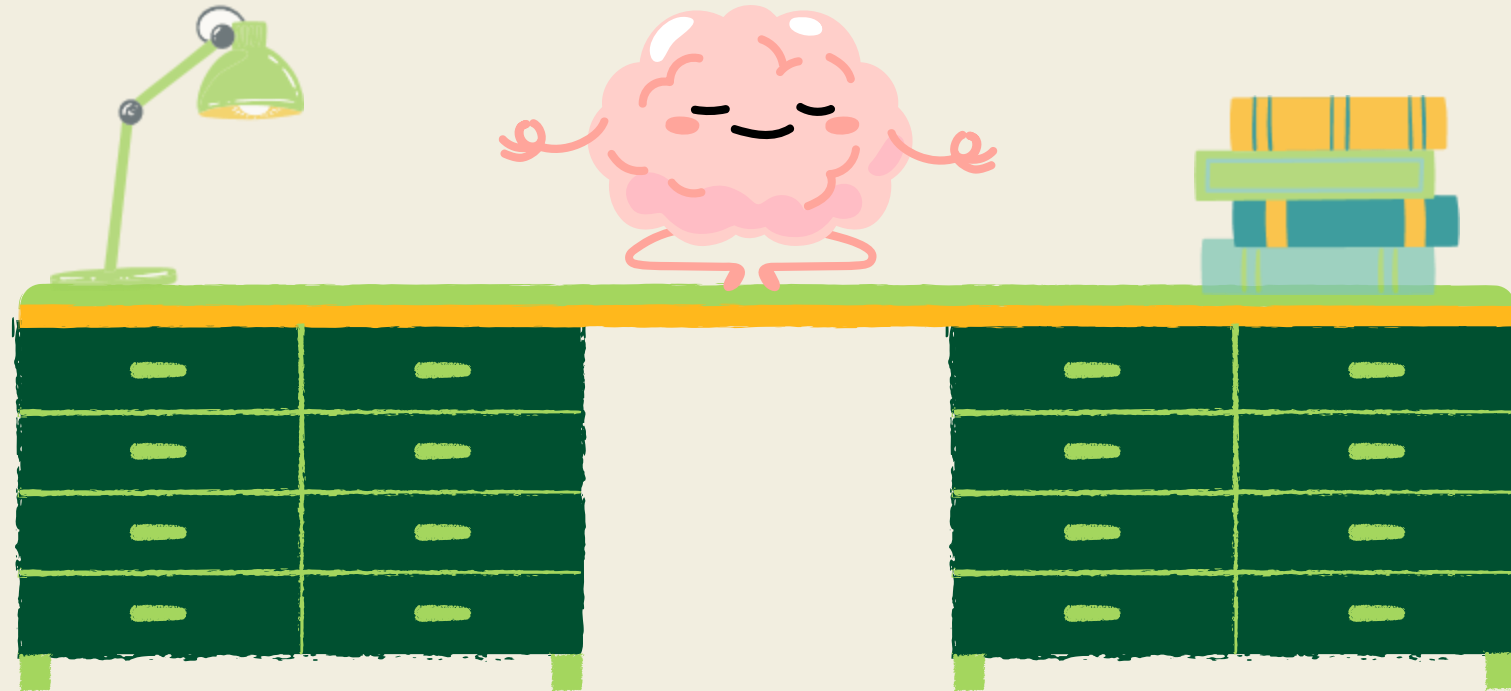




LEARNING LABS 2 (CCC)

The Emotional Intelligence EDGE (EQ)

Wednesdays at 9 – 9:30 a.m. | November 5th, 12th, 19th





LEARNING LABS (CPP All Audiences)

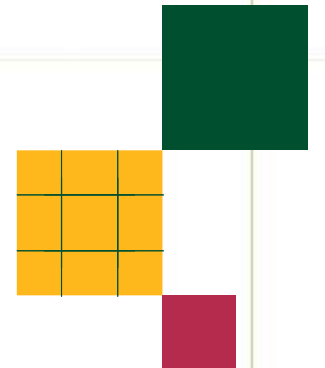
How do I Say That?

Tuesdays at 9 – 9:30 a.m. | September 16, 23, 30





EODA / Human Resources Information Systems





The screenshot shows the Cal Poly Pomona Employee Services Portal. At the top, the Cal Poly Pomona logo is on the left, and navigation links (APPLY, VISIT, INFO, GIVE, MYCPP, a search icon, and a menu icon) are on the right. Below the header is a large banner featuring a stylized tree logo with a person inside it, and a group of silhouettes of people. Overlaid on the banner is the text "Employee & Organizational Development & Advancement / Human Resources Operations" in a large, bold, blue font. Below the banner, the text "EODA/Human Resources Operations" is displayed. A navigation bar at the bottom contains links: Home (highlighted in a dark blue box), About, Departments, CHRS, Forms and FAQs (ServiceNow) (highlighted with a red box and a red arrow pointing to it), Calendar, and Contact. At the very bottom, a breadcrumb trail reads "CPP / EODA/Human Resources Operations / Home".

Cal Poly Pomona

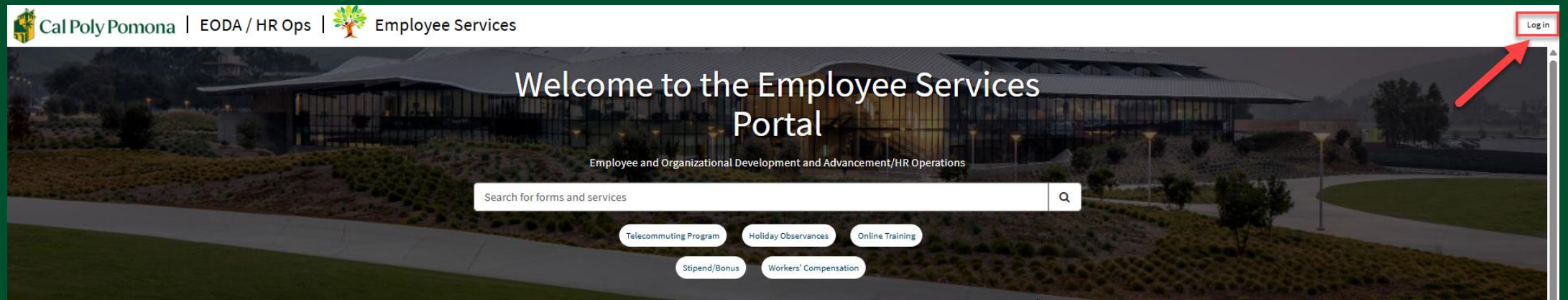
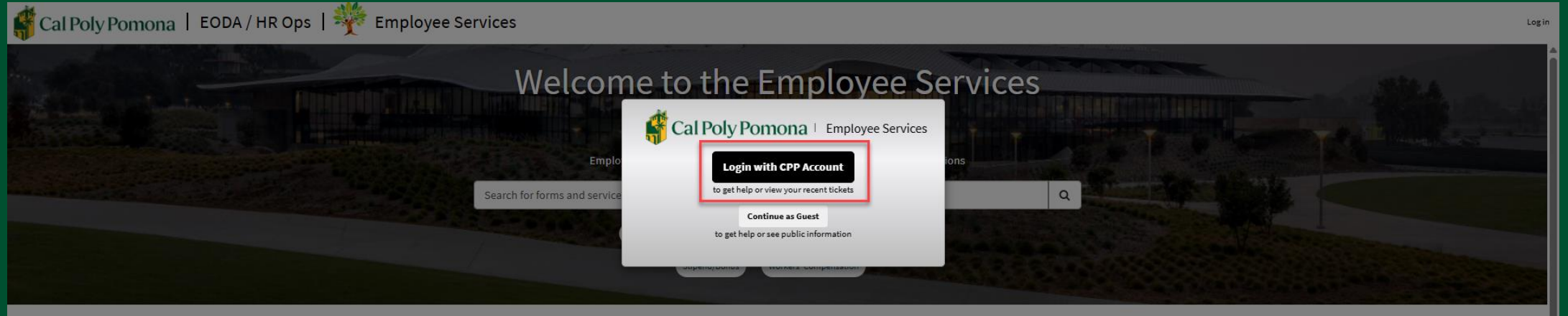
APPLY VISIT INFO GIVE MYCPP Q

Employee & Organizational Development & Advancement / Human Resources Operations



EODA/Human Resources Operations

Home About Departments CHRS **Forms and FAQs (ServiceNow)** Calendar Contact

CPP / EODA/Human Resources Operations / Home





 Cal Poly Pomona | EODA / HR Ops |  Employee Services

[My Tickets](#) [Agent Workspace](#) [IT Help](#) [Logout](#)

Welcome to the Employee Services Portal

Employee and Organizational Development and Advancement/HR Operations

Q


Telecommuting Program

Holiday Observances


Online Training

Stipend/Bonus


Workers' Compensation

**Accessibility & Reasonable Accommodations**

Disability Related Support, Accommodation Request, Medical Provider Form, Service Animals

**Compensation & Classification**

In-Range Progression, Stipend, Reclassification, Reassignment, Job Descriptions, and More

**Education Benefits**

Fee Waiver Information, Employee Fee Waiver, Dependent Fee Waiver

BROWSE FORMS

Dependent Fee Waiver

Employee Fee Waiver and Reduction Application

Individual Career Development Plan

Request Alternative Work Schedule

View All Forms >>

BROWSE KNOWLEDGE

Do I have to reapply for a Fee Waiver each semester?


I am a staff employee. Am I eligible for the fee waiver?

Is my dependent eligible for the fee waiver?


What happens if my Fee Waiver is submitted after the deadline?

What is the CSU Employee Fee Waiver and Reduction Program?


View All Knowledge Articles >>

**Employee/Labor Relations & Compliance**

Collective Bargaining Agreements, Performance Management, Employee

**EODA/HR Ops Systems**

HR Information Systems Support, PageUp, CPP Learning, Cornerstone, ServiceNow, and More

**Equal Employment Opportunity**

Equal Employment Opportunity Plan, Employee Affinity and Resource Groups, Equitable Searches



All forms and knowledge articles view

Employee Services

Home > Employee Services > Accessibility & Reasonable Accommodations

Search

Catalog Item Categories

- Accessibility & Reasonable Accommodations 10
- Compensation & Classification 14
- Education Benefits 3
- Employee/Labor Relations & Compliance 5
- EOD/HR Ops Systems 2
- Equal Employment Opportunity 9
- General Help 3
- Health Benefits & Coverage 19
- Learning & Development 6
- Leave of Absence 1
- Payroll 14
- Performance Management 9
- Retirement 7
- Student Employment 17
- Talent Acquisition 8
- Worker's Compensation 7

Accessibility & Reasonable Accommodations

CSU Nondiscrimination Policy

Executive Order 1095, 1096, and 1097

View Details

E.O. 1097 Complaint Form

Complete this form to report alleged violations of Executive Order 1097

View Details

Employee Interactive Process

Employee's Guide to Reasonable Accommodation and the Interactive Process

View Details

Employee Request For Disability

Submit an Employee Accommodations Request via Adobe Sign

View Details

Employee Request For Disability

Submit an Employee Accommodations Request via PDF

View Details

Executive Order 1111

Disability Support and Accommodations Policy

View Details

MPI Form - COVID Related

Medical Provider Inquiry Form in Response to an Accommodation

View Details

MPI Form - Standard

Medical Provider Inquiry Form in Response to an Accommodation Request

View Details

MPI Inquiry Documentation

Submit a Medical Provider Inquiry Form in Response to an Accommodation

View Details

Supervisor Interactive Process

Supervisor's Guide to Reasonable Accommodation and the Interactive Process

View Details

Employee Services

Home > Knowledge Base > Accessibility & Reasonable Accommodation

Search

Knowledge Article Categories

- Accessibility & Reasonable Accommodation 5
- EOD/HR Ops Systems 1
- Education Benefits 13
- Employee/Labor Relations & Compliance 1
- Equal Employment Opportunity 9
- General Help 32
- HR Policy & Audit Readiness 6
- Health Benefits & Coverage 19
- Job Descriptions 57
- Learning & Development 23
- Payroll 14
- Performance Management 50
- Retirement 7
- Student Employment 2
- Talent Acquisition 71

Show More
Showing 15 categories

Accessibility & Reasonable Accommodation

How do I request a reasonable accommodation?

Complete an Employee Request Form (opens in new window) via Adobe Sign and upload the Medical Provider Inquiry Form (opens in new window) via Adobe Sign.

Authored by Yesenia Mota (ycolmenero) • 2y ago • ★★★★★

What if I find that my approved reasonable accommodations are not meeting my needs on the job?

Contact the ADA Coordinator at ADACoordinator@cpp.edu (opens in new window) or (909) 869-4095 to schedule a meeting to review your accommodation needs.

Authored by Yesenia Mota (ycolmenero) • 2y ago • ★★★★★

What if my health changes and/or I think I may need additional accommodations?

Contact the ADA Coordinator at ADACoordinator@cpp.edu or (909) 869-4095 to schedule a meeting. You may need to provide updated documentation from your medical provider.

Authored by Yesenia Mota (ycolmenero) • 2y ago • ★★★★★

What is a reasonable accommodation?

A reasonable accommodation is any adjustment to a job, employment process or practice, or to the work environment that permits a qualified individual with a disability to participate in the application process, to perform the essential functions of a job, or to enjoy the

Authored by Yesenia Mota (ycolmenero) • 2 Views • 2y ago • ★★★★★

What are the CSU policies regarding reasonable accommodations based on disability for employees?

Information related to CSU policy related to reasonable accommodations for employees with disabilities can be viewed by visiting the CSU Executive Order 1111 (opens in new window) website.

Authored by Yesenia Mota (ycolmenero) • 1 View • 2y ago • ★★★★★



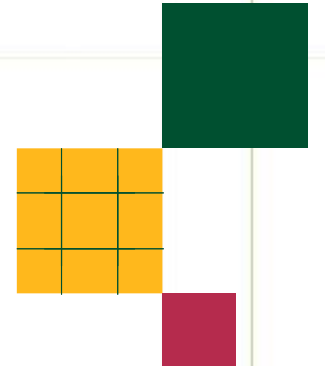
Cal Poly Pomona Resource Fair

- Wednesday August 20th – 9-11
- Come out and meet your colleagues access to information from various campus departments
- 52 departments represented
- Club Fair for students
- Booth Give Aways & Raffles!





EODA / Human Resources Customer Service





Connect newly hired lecturers, teaching associates & graduate assistants to us

Once your department's hire process is complete, next step is to connect your new hire to us, and we can start the onboarding and I-9 process.

Email: hrscsc@cpp.edu

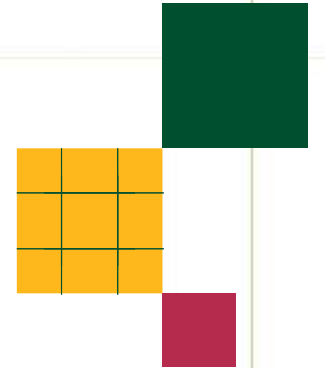
Phone: (909) 869-3733

[Three steps for new faculty & lecturers](#)





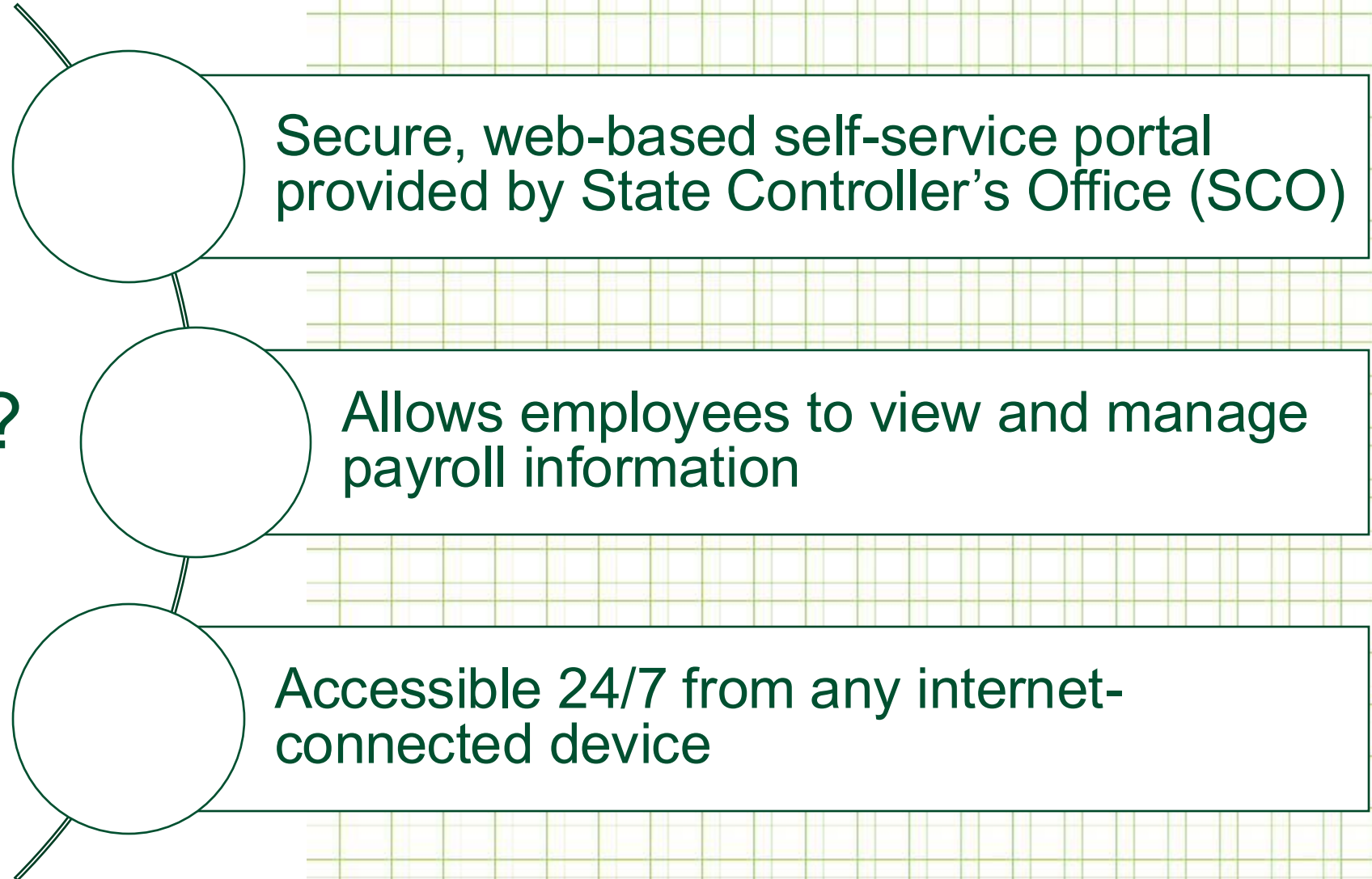
Payroll Services





Cal Employee Connect (CEC)

What is CEC?





Cal Employee Connect (CEC) 1

Who can access CEC?



State of California
employees paid
through SCO

FUN FACT!

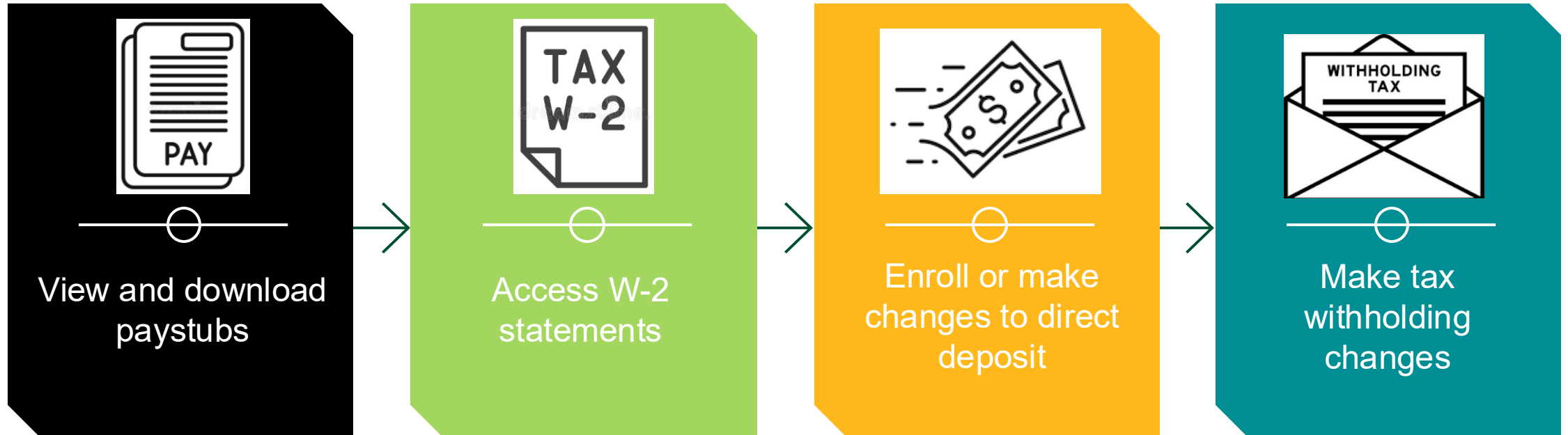
#1

In 2014, while aspiring to go completely paperless at home, David Akins from the State Controller's Office (SCO) saved all 264 pay stubs from his 22 years of state service. This sparked the idea for CEC.



Cal Employee Connect (CEC)

What can you access in CEC?



Note: Employees can view paystubs and W-2 from January 2017 to present



Cal Employee Connect (CEC) 2

Where can you register or log in?



- Visit connect.sco.ca.gov
- Link can also be found via:
 - Employee Center in MyCPP, or
 - [Payroll Services website](#)

FUN FACT!

#2

CEC was developed **entirely** by **SCO staff**, using **completely free and open-source** technologies—the same tech that powers services like Netflix and LinkedIn.

Cal Employee Connect (CEC) 3

Steps to register for CEC:

1. Go to connect.sco.ca.gov
2. Select department: **CSU, Pomona**
3. Enter agency code: **196**
4. Enter SSN and Date of Birth
5. Enter earnings statement number (warrant number) from a past paycheck
6. Enter total deductions from the same paycheck
 - Found on paycheck or calculate: gross pay minus net pay
7. Create your username, password, and security questions
 - Recommend using personal e-mail when registering
8. Log in to begin using CEC





Cal Employee Connect (CEC) 4

Helpful Tips:

- Have a recent paycheck available to locate required information
 - If on direct deposit already, contact Payroll Services to request earnings statement number and total deductions
- Ensure your name and personal information match payroll records
- Opt in for paperless W-2
- FAQs located on CEC website under “Help & Feedback”
- Issues registering should be directed to Connect Help team (connecthelp@sco.ca.gov)
- More information on Payroll Services website

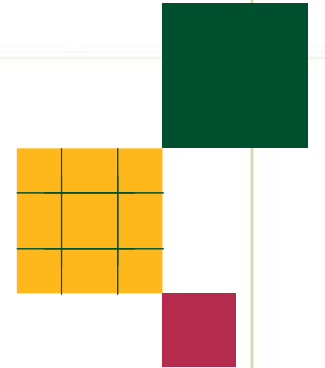
FUN FACT!

#3

At its peak usage, CEC recorded around **100,000 logins** on a typical payday.



Benefits Services





Spill the Buzz

Open Enrollment – September 15 through October 10 - All changes are effective January 1, 2026

- An annual opportunity each year to review current benefit plans to ensure they continue to meet your personal and family needs.
- During this time, you can:
 - Enroll in a plan
 - Change a benefit plan
 - Add or remove dependents
 - Cancel a plan
 - Enroll/Re-Enroll in a Health or Dependent Care Reimbursement Account
 - Enroll or Cancel in Voluntary Benefit Plans – directly with the vendors



Open Enrollment Information Sessions

- Attendees will learn about any changes to health, dental, and vision plans, flexible spending accounts, voluntary benefits. It will also cover how to make changes and important deadlines.
 - Wednesday, September 24 at 10am – 11:30am via [Zoom](#)
 - Wednesday, October 1 at 2pm – 3:30pm via [Zoom](#)
 - Tuesday, October 7 at 11am – 12:30pm via [Zoom](#)

Refer to our [Open Enrollment](#) page on our Benefits website for updates!



Spill the Buzz 2

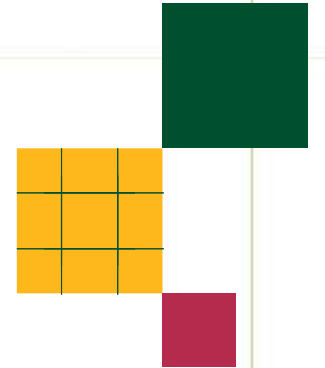
The Benefits Adventure Expo – Welcome Happy Campers!

- A fun, interactive, and informative event designed like an adventure through informational booths from HR, health care, financial wellness, and local providers
- Wednesday, September 17 – 11am to 2pm – SSB 121, West, 1st Floor
- What to Expect:
 - Boosts awareness of underutilized benefits, Open Enrollment changes, and reinforces employee well-being
 - Giveaways, raffles, interactive stations
 - Healthy snacks and refreshments





Talent Acquisition & Classification/Compensation





Career Opportunities

- Visit our [Careers site](#)
 - Openings in HR, Custodial/Trades, Administrative, and more!
- Apply or refer a friend!
- Featured opening: [Medical Director](#)
Contact Aneth Mahmood, ammahmood@cpp.edu
- Join our [Talent Network](#) and be the first to know about jobs you're interested in.



Staff and Management Positions

Contact us at jobs@cpp.edu



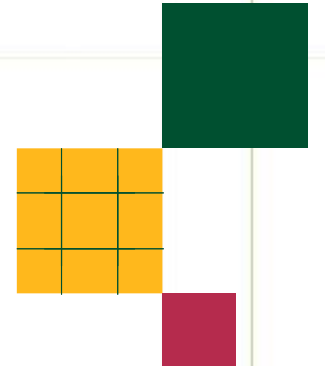
CSUEU Step Implementation

- October 1, 2025
- Classification Letters have been issued.
- Based in the Chancellors Office guidance, all CSUEU employees are moving to the highest step closest to their current salary.
- All employees will receive a letter by the end of September that informs them of what their new salary will be.
- [Mapping of the Classifications](#) to their new structure-grade (steps 1-20) is available on the CO site.





Employee/Labor Relations & Compliance





Employee/Labor Relations & Compliance

The Employee/Labor Relations & Compliance team encompasses (4) separate compliance offices. Collectively, we strategically address HR compliance opportunities, requirements, and best practices. The team includes:

1. Employee/Labor Relations
2. Workers' Compensation
3. Accessibility and Reasonable Accommodations
4. HR Policy & Compliance





Employee/Labor Relations

What is ELR?

- Resource for navigating workplace questions, challenges, and opportunities. Committed to supporting positive and effective working relationships/environments

When do I contact ELR?

- Workplace concerns; Seeking Guidance
- Questions regarding CBA/Union
 - Units: UAPD (1), CSUEU (2, 5, 7 & 9), APC (4), Teamsters (6), SUPA (8), CSUEU - Student Assistants (15)
- Telecommuting Policy questions





Employee/Labor Relations Contact

For More Information:

- <https://www.cpp.edu/eoda-hr/departments/elr/index.shtml>

For Questions:

- Email: elr@cpp.edu
- Phone: (909) 869-3729
- Complete Inquiry Form or use QR code on website



Cal Poly Pomona


[APPLY](#) [VISIT](#) [INFO](#) [GIVE](#) [MYCPP](#)

Employee/Labor Relations & Compliance

Welcome to the Employee/Labor Relations & Compliance page! Our department serves the University as a strategic partner and key resource office in support of the University's Strategic Initiative to advance organizational development and employee excellence. We do this by developing proactive strategies and solutions in addressing employee and labor relation issues with a goal to create positive and effective working relationships at Cal Poly Pomona.

This department includes the following units:

- [Accessibility & Reasonable Accommodations \(ADA\)](#)
- [HR Policy & Audit Readiness](#)
- [Workers' Compensation](#)

The Employee/Labor Relations team acts as both an informational resource and as a liaison for formal and informal interactions to ensure the appropriate application of legal, regulatory, policy, and union contract interpretation and implementation, investigations, corrective and disciplinary action, performance management, and conflict mediation/facilitation functions for Non-represented, Represented, Temporary, Confidential, and Management Personnel Plan employees. We are responsible for the administration of the following [Collective Bargaining Agreements](#) : Union of American Physicians and Dentists (UAPD), California State University Employees Union (CSUEU), Academic Professionals of California (APC), Teamsters Local 2010, and Statewide University Police Association (SUPA).

[Meet the Team](#)

Submit an Inquiry
Form via QR Code
or [Inquiry Form Link](#)





ADA

What is a Reasonable Accommodation?

- A modification or adjustment to a job or the work environment that enables an employee with a disability to perform their essential job functions.

What is the Interactive Process?

- A collaborative, good-faith dialogue with the employee and department that reviews the employee's specific limitations as they relate to essential job functions and explores possible reasonable accommodations.





ADA Contact

For more information:

- ❖ Website: <https://www.cpp.edu/eoda-hr/departments/ada/index.shtml>

For questions:

- ❖ Email: adacoordinator@cpp.edu
- ❖ Phone: 909.869.4095



[CPP](#) / [EODA/Human Resources Operations](#) / [Departments](#) / [ADA](#) / [ADA](#)

Accessibility and Reasonable Accommodations

Welcome to the Accessibility and Reasonable Accommodations page! Cal Poly Pomona is committed to maintaining an inclusive learning and working environment where all individuals are treated with dignity and respect. To that end, the University strives to make its programs, services, and activities accessible to students, faculty, staff, and the general public who visit or attend a campus-sponsored event and who have disabilities. This policy is in accordance with applicable [state and federal laws](#). The University's ADA Coordinator is responsible for the initial review and processing of requests for disability-related accommodations.

[Meet the Team](#)



[Employee Resources](#)



[Student Resources](#)



[Assistance Animal Policy](#)



Workers' Compensation

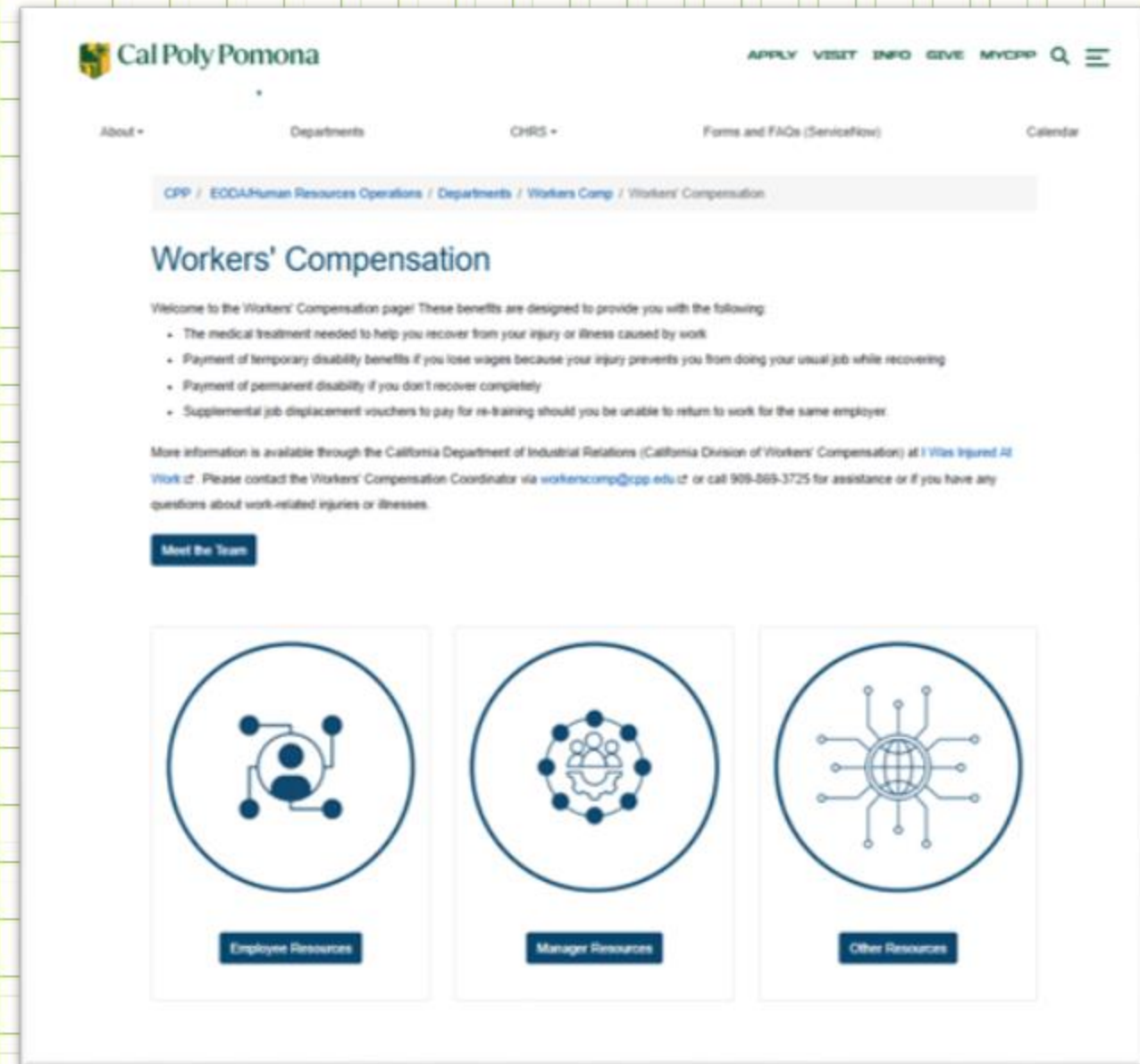
- Purpose of the Workers' Compensation Office
- Groups Supported on Campus
- Workers' Compensation Process





Workers' Compensation Contact

- For Additional Information:
<https://www.cpp.edu/eoda-hr/departments/wc/index.shtml>
- Email: workerscomp@cpp.edu
- Phone: (909)869-3725





HR Policy & Audit Readiness

- Ensure Cal Poly Pomona's HR policies and practices comply with laws and CSU policies.
- Communicate new/revised HR policy requirements to stakeholders.
- Respond to HR policy questions from HEERA Managers and staff.





HR Policy & Audit Readiness Contact

- For more information:
 - ❖ Website: <https://www.cpp.edu/eoda-hr/departments/hrpar/index.shtml>
- For questions:
 - ❖ Email: hrpolicy@cpp.edu
 - ❖ Phone: 909.869.3938
 - ❖ Submit inquiry form from website
- Frequent topics:
 - ❖ CSU Employment References
 - ❖ Conflict of Interest
 - ❖ Outside Employment
 - ❖ Additional Employment
 - ❖ Nepotism

HR Policy and Audit Readiness

Welcome to the HR Policy & Audit Readiness page! This unit within Employee/Labor Relations & Compliance works with other EODA/HR Operations departments to ensure CPP's Human Resources policies and practices comply with state and federal laws and policies issued by the CSU Chancellor's Office or the President's Office. We also communicate with campus stakeholders regarding new or amended HR policies, respond to HR policy questions from managers and staff, and ensure that Cal Poly Pomona's EODA/HR Operations processes and records are audit-ready.

Meet the Team



HR Policies



Employment Notices



Conflict Of Interest



Outside Employment Disclosure



Other Resources

All university programs, activities and opportunities are open and available to all regardless of race, sex, color, ethnicity or national origin. For more details, please visit the [University Statement on Equal Opportunity and Excellence in Education and Employment](#).

General Inquiries

Hours: 8:00 AM - 5:00 PM | Email: hrscsc@cpp.edu | Phone: 909-869-3733

3801 W. Temple Ave, Pomona, CA 91768

Student Services Building 121, Second Floor

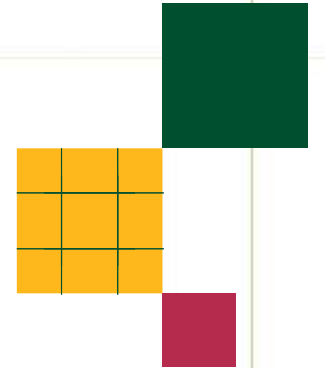
Map and Directions to our office

[Submit an Internal Inquiry \(CPP Credentials Required\)](#)

[Submit an External Inquiry \(Public Users Only\)](#)



Wrap-Up and Resources





Your Feedback Matters



This recorded session and the PowerPoint slides will be available on the August 21st Edition of The Employee Express



Please take a moment to complete this short survey

[August 2025 News You Can Use Webinar Survey](#)



Contact Us

- **Website:** <https://www.cpp.edu/eoda-hr/index.shtml>
- **Email:** eoda@cpp.edu
- **Phone:** 909-869-3733
- **In-Person:** SSB 121, 2nd Floor





Q&A

