

**California State Polytechnic University, Pomona
Department of**

Date
Name
Address
City CA Zip Code

Empl ID#: 000000000
Appt: Semester

Dear Name of Employee,

California State Polytechnic University, Pomona, Department of , is pleased to offer you an appointment as a Temporary Instructional Faculty. Details concerning your assignment and duration of employment are included in the information below.

This is your teaching assignment for Semester, effective Date and ending Date.

Title/Range:	AY Temp Faculty	Contract Type:	Semester Appointment		
Start Date:	Date	End Date:		Multi-Yr End Dt:	
Unit:	00.00	Fraction:		Entitlement:	
Monthly Salary:	\$.00	Base Pay:	\$.00	Term Salary:	\$.00

This letter represents the terms of your employment in its entirety with respect to rank, faculty status, effective dates, and salary. All agreements are subject to the CFA/CSU Collective Bargaining Agreement (1). Any agreements regarding the terms of your employment made outside of this appointment are not authorized by the University.

The Immigration Reform and Control Act of 1986 requires you to provide original documentation establishing your identity and eligibility to work in the United States. You must be a citizen of the United States, a permanent resident (immigrant alien), or a non immigrant alien. For this employment offer to be valid, this documentation must be provided to Human Resource Services for review within the third working day (72 hours) of the effective date of appointment period.

You may need to visit Human Resource Services to complete or to confirm your benefits enrollment status which is defined by appointment type, classification, time base, and length of appointment. To enroll, eligible employees must contact Human Resource Services within 60 days of the beginning date of their appointment.

Under certain circumstances as described in the CSU Background Check Policy (<https://cyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf>), a background check (including a criminal records check) must be completed satisfactorily before a candidate may commence employment with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position. For temporary faculty granted a limited teaching exception permitting candidates to teach pending satisfactory completion of a background check. This offer of employment is contingent upon the completion of a satisfactory background check (including criminal records check) and may be rescinded if the background check reveals disqualifying information and/or the candidate knowingly withheld or falsified information.

If this appointment is acceptable to you, please sign below and return the original copy of this form as soon as possible, but no later than three weeks from the date of this appointment.

We look forward to your contributions to our faculty and hope that you will find this assignment satisfying and productive.

Sincerely,

Dean's Signature

Appointment Comments:

Initial

California State Polytechnic University, Pomona Temporary Faculty Appointment - Policies and Conditions

Article 36 of the CFA/CSU Collective Bargaining Agreement (1) requires you to notify California State Polytechnic University, Pomona, if you have any other CSU employment including work on a grant or as a special consultant.

Please complete only for this contracted term:

Other CPP Employment:

No.	College	Department	Position Title	Hours/Week	# of Days	WTUs
1.						
2.						

Other CSU Employment:

No.	Campus	Department	Position Title	Hours/Week	# of Days	WTUs
1.						
2.						

No commitments made outside this appointment form are valid. Temporary faculty appointments may be full or part-time. Provisions 12.4 through 12.6 of the current Unit 3 Collective Bargaining Agreement (CBA) articulate, in part, the basis for such appointments:

12.4 Appointments automatically expire at the end of the period stated and do not establish consideration for subsequent appointments or any further appointment rights. Consideration for subsequent appointment is based upon conformance with the CBA and University Policy.

12.5 An appointment for a less than full-time temporary employee may be on a conditional basis. [...] The conditions established at the time of appointment may relate to enrollment and budget considerations. If a class is canceled prior to the third class meeting, the temporary employee shall be paid for class hours taught. If a class is canceled after the third class meeting, the temporary employee shall either be paid for the remaining portion of the class assignment or provided an alternate work assignment.

12.6 Full-time temporary employees, except Coaching Faculty Unit Employees, shall not be appointed on a conditional basis.

Employment Requirements:

- * As noted herein, this appointment is subject to cancellation if all appropriate documents are not filed in the Human Resources Office. Please stop by the Human Resources Office (SSB, Building 121 West, Room 2701) on or before your first day of appointment to present your original social security card and sign all necessary payroll documents.
- * Employment is contingent upon proof of your legal right to work in the United States. This must be provided prior to your employment with Cal Poly Pomona.
- * Examples of original documents that would be sufficient for citizenship verification include the following: birth certificate, United States passport, certification of United States citizenship or naturalization.
- * An immigrant alien is an individual who has been granted lawful permanent resident status. Evidence of this status is possession of an Alien Registration Receipt Card (Form I-151 or I-551).
- * If you are returning, following one SEMESTER break, please contact Payroll Services at 909.869.2233 to ensure the accuracy of your previous tax withholding status, address, beneficiary information, and to document your legal right to work in the United States.
- * **For information on benefits, call the Benefits Office at 909.869.3734 or their website at <http://www.cpp.edu/~benefits/>**

I accept the appointment and its terms as set forth in this letter and the information for Temporary Faculty, Teaching Associates and Graduate Assistants included with it.

Signature

Date

Language for Conditional Offer Letter

Additionally, the offer is contingent on your compliance with the CSU COVID-19 Vaccination Interim Policy (<https://calstate.policystat.com/policy/9779821/latest/>). The CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or to qualify for a medical or religious exemption from the vaccination requirement. The CSU Systemwide policy can be found at CSU COVID-19 Vaccination Interim Policy (<https://calstate.policystat.com/policy/9779821/latest/>) and any questions you have may be submitted to Cal Poly Pomona's Office of Faculty Affairs at AVPFA@cpp.edu. As soon as you are onboarded, you will be issued a Bronco Identification Number (BID) to access the secure vaccination verification portal, MyHealthPortal (<https://www.cpp.edu/health/my-health-portal.shtml>). Upon receiving your BID, you are required to comply with the policy as follows:

- a. Upload your COVID-19 vaccination verification as soon as possible if you are fully vaccinated. To upload your vaccination record, please visit <https://www.cpp.edu/safer-return/vaccine-upload.shtml>. If you are not vaccinated and wish to be vaccinated, you may schedule a vaccination appointment or find a walk-in location at My Turn (<https://myturn.ca.gov/>).
- b. Or if applicable, request an exemption due to medical or religious reasons as soon as possible. To request a medical exemption, please visit: <https://www.cpp.edu/eoda/employee-labor//access-accommodations/index.shtml>. To request a religious exemption, please visit: <https://www.cpp.edu/safer-return/vaccine.shtml> and complete "Submit the Online Form" in the "Request a religious exemption" section. This form works best with Chrome or Firefox web browsers.
- c. NOTE: The fourth option on the vaccination verification portal -- attesting to not accessing campus facilities - may apply to faculty. If you are not going to be physically on campus for any reason and wish to be exempt from the vaccination requirement, you may attest to not accessing campus facilities. This attestation has only been approved for Spring 2022.
- d. Employees who are exempt from vaccination due to medical or religious reasons or who are not fully vaccinated will be required to participate in weekly on-campus COVID-19 testing starting on their first day of on-campus work as a condition of employment.