



### **Employment**

#### **Employment Opportunities**

For all available job openings, visit [jobs.calpoly.edu](https://jobs.calpoly.edu). To apply, go online and complete the application form. For help, call Human Resources at ext. 6-2236.

**There are no new listings at this time.**

#### **Corporation Employment Opportunities**

Cal Poly Corporation is a separate entity operating in concert with the university to provide a diverse range of services and resources to students, faculty and staff. To view all available job postings or apply, visit <https://www.calpolycorporationjobs.org/>. For assistance, contact Human Resources at ext. 6-1121.

**There are no new listings at this time.**

#### **Faculty Employment Opportunities**

Visit [jobs.calpoly.edu](https://jobs.calpoly.edu) for current openings, further information and how to apply. For assistance, call Academic Personnel at ext. 6-2844.

**There are no new listings at this time.**

#### **ASI Employment Opportunities**

Candidates are asked to visit <https://www.asi.calpoly.edu/discover-asi/work-for-asi/> to complete an ASI application and apply for open positions. For more information, visit the ASI Business Office in UU 212 or call ext. 6-5800.

**There are no new listings at this time.**

#### **Open Enrollment Open Through Oct. 16**

Open Enrollment, employees' annual opportunity to review and update their current benefits for the upcoming year, is now open through Oct. 16. Employees can enroll, change or cancel CalPERS health, dental, vision, FlexCash, Dependent Care Reimbursement (DCRA), Health Care Reimbursement (HCRA) or voluntary benefits plans. You must enroll or re-enroll in HCRA and DCRA during open enrollment to participate in 2021. The effective date for all changes made during the Open Enrollment period is Jan. 1, 2021. Note: For plan year 2021, United Health Care HMO will only contract with CCPN and will no longer be contracted with Physician's Choice medical network. Blue Shield Trio HMO is a new low-cost plan that will be contracted with Physician's Choice. Learn more at <https://afd.calpoly.edu/hr/benefits/open-enrollment>. Alternatively, visit the Human Resources Virtual Front Desk through Zoom, or call HR Employee Support Services at ext. 6-2236 to chat with a HR representative.

#### **Vote By Mail Ballot Dropoff Available at Kennedy Library**

The book drop box in front of Kennedy Library is now being used as a ballot drop box location for the Nov. 3 general election. This box is a safe and secure space for voters to drop off their completed ballots. Signage is in place informing library patrons to return their materials to a separate book drop box across the street from the library. The ballot drop box at Kennedy Library is one of three in the city of San Luis Obispo and one of 19 in San Luis Obispo County. Learn more: <https://www.slocounty.ca.gov/Departments/Clerk-Recorder/Forms-Documents/Elections-and-Voting/Current-Elections/2020-11-03-Presidential-General/Documents/VSC-and-Drop-Box-Locations.pdf>.

#### **Campus Invited to CSU Graduation Initiative 2025 Convening**

All members of the campus community are invited to the CSU Graduation Initiative 2025 Convening from 10-11:15 a.m. Friday, Oct. 23, via livestream. The convening will feature students, faculty and staff sharing inspirational stories of how daily efforts around GI 2025 are transforming students' lives. The CSU will also share the latest data and measure progress toward eliminating equity gaps and helping more students secure the proven, lifelong benefits of a CSU degree. This is the first year that the annual convening will be open to all CSU employees. The campus is invited to join virtually. Register at <https://calstate.eventsair.com/graduation-initiative-2025-fall-convening/reg/Site/Register> by Oct. 16.

#### **Practice Earthquake Safety with the Great California ShakeOut**

The Great California ShakeOut is right around the corner at 10:15 a.m. Thursday, Oct. 15. Major earthquakes can happen anywhere you live, work or travel. The annual ShakeOut is your chance to practice how to protect yourself and consider ways you can prepare your home and workspace for an earthquake. Practice "Drop, Cover and Hold On" with family members and secure heavy items in your home. Create a family emergency communications plan and make a supply kit that includes enough food and water for at least three days, a flashlight, a fire extinguisher and a whistle. For more, visit <https://www.ready.gov/sites/default/files/2020-03/how-to-prepare-for-an-earthquake.pdf> and <https://afd.calpoly.edu/emergency/preparedness/know-what-to-do/earthquake>.

## **Employees Asked to Comply with State Law and CSU Election Policy**

With the upcoming election, it is important that all faculty and staff comply with state law and CSU policy regarding the use of CSU resources in connection with election issues. Section 8314 of the California Government Code provides: (a) It is unlawful for ... any state or local appointee, employee or consultant, to use or permit others to use public resources for a campaign activity, or personal or other purposes which are not authorized by law. In this context, "public resources" means any property or asset owned by the state or any local agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, email system, vehicles, travel and state-compensated time. (Cal. Gov't Code § 8314(b)(3).) CSU policy regarding what election-related activities are allowed and what activities can be prohibited, as well as guidelines on how to exercise appropriate discretion, are set forth here: <https://www2.calstate.edu/csu-system/administration/general-counsel/Documents/Election%20Issues%20Handbook.pdf>.

## **Sign Up for Duo Multi-Factor Authentication Before Dec. 9**

Cal Poly will require all students, faculty and staff to begin verifying their identities with Duo multi-factor authentication (MFA) when logging into web-based services, starting Dec. 9. The date was pushed back to Dec. 9 from Dec. 4 to accommodate faculty submitting grades on Dec. 8. MFA is a commonly used security method that requires two or more forms of identity verification in order to access a particular resource. In most cases, an MFA user first provides their username and password (one form of authentication), then follows a prompt to send a code by telephone or text to their mobile device (second form of authentication). It's commonly used for accounts that contain sensitive or private information, like email or online banking. Cal Poly uses the Duo MFA app, which is currently required to log in to the Virtual Private Network (VPN), Virtual Computer Labs, Last Pass and the Common Management System (CMS). After Dec. 9, MFA will be required for all web-based services where Cal Poly credentials are used to log in. Emeritus faculty and staff members are not required to use MFA. To learn more about MFA and to get step-by-step instructions for enrolling in Duo, visit [bit.ly/calpolymfa](http://bit.ly/calpolymfa).

## **PeopleSoft Upgrade: Student Administration, HR Administration and Student Center Applications Unavailable Oct. 23-25**

The Student Administration, Human Resources Administration and Student Center applications, accessed through the My Cal Poly Portal, will be unavailable from 5 p.m. Friday, Oct. 23, through noon Sunday, Oct. 25, due to a required upgrade to the PeopleSoft system. During the maintenance window, links in the "Employee Info" and "Personal Info" sections of the "Personal Info" tab on the portal will also be unavailable. This upgrade is required to ensure that Cal Poly stays up-to-date with security patches and bug fixes. If you have questions or need help, contact the ITS Service Desk at ext. 6-7000 or [servicedesk@calpoly.edu](mailto:servicedesk@calpoly.edu).

## **Disability Faculty Staff Association Fall Meeting and Cabinet Elections to be Held Oct. 30**

In honor of Disability Employment Awareness Month, the Disability Faculty Staff Association (DFSA) invites faculty and staff to its fall meeting from 11 a.m.-noon Friday, Oct. 30, via Zoom at <https://calpoly.zoom.us/j/86276005380?from=msft>. The DFSA will discuss programming ideas for the 2020-21 academic year and the inaugural elections for the association's first cabinet. Faculty and staff can sign up to be on the DFSA mailing listserv at <https://fsa.calpoly.edu/join-fsas> and find the DFSA on social media at [www.facebook.com/calpolydisabilityfsa](http://www.facebook.com/calpolydisabilityfsa) and <https://www.instagram.com/disabilityfsa/>. Learn more about Disability Employment Awareness Month at <https://www.dol.gov/agencies/odep/initiatives/ndeam>.

## **In Memoriam**

**Steven T. McDermott**, Cal Poly professor emeritus, died Aug. 21, 2020, peacefully at home with his wife, Marilyn, by his side. McDermott was a professor in the Communication Studies Department for more than 20 years. While at Cal Poly, he served as interim co-director of the Brock Center for Agricultural Communications, alongside J. Scott Vernon, from 1998-99. He also served on the Ethnic Studies Committee that envisioned and established the ethnic studies minor. He dedicated many hours to this critical stepping stone which eventually led to Cal Poly's ethnic studies major. He was also on several Ethnic Studies Department faculty hiring committees. After retirement in 2013, McDermott wrote two novels, became a lifetime NAACP member, a Master Gardener through the UC extension program, and painted over 50 canvases ranging from abstract and modern to nature scenes. He was never idle; always reading, researching for his books, working in the garden or yard, and enjoying his family and friends. He was full of curiosity and always ready to debate a topic and advocate for civil liberties.