



### **Employment**

#### **Employment Opportunities**

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

#### **#497735 — Emergency Hire**

**Phlebotomist** (Phlebotomist/Clinical Lab Assistant), Student Affairs — Campus Health and Wellbeing. \$15.61-\$29.82 per hour. Anticipated hiring range: \$22-\$25 per hour. Open until closed.

#### **#497804 — Assistant Emergency Services and Business Continuity Manager** (Administrator I),

Administration and Finance — Public Safety. Salary commensurate with the background and experience of the individual selected. Open until closed.

#### **#497712 — Health Services**

**Receptionist** (Administrative Support Assistant II 10/12), Student Affairs — Campus Health and Wellbeing. \$2,254-\$3,827. Anticipated hiring range: \$2,254-\$2,700 per month based on (10/12) work schedule. This position is paid under the 10/12 pay plan, where the salary for 10 months is distributed over 12 months. Open until closed.

#### **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.

**Meat Processing Postdoctoral Fellow**, Animal Sciences, \$62,108.80-\$93,204.80 per year.

#### **A New Issue of Cal Poly Magazine Launches**

In the fall issue, Cal Poly Magazine looks to the stars. In anticipation of alumnus Victor Glover's first visit to the International Space Station, you'll find a profile of the astronaut and a timeline chronicling a century of Cal Poly aeronautical and aerospace achievements. Hear from students who Learn by Doing in the cadaver lab, faculty infusing inclusive teaching across the university, and alumni educators connecting with their students virtually. Explore all the articles in this digital edition at <https://magazine.calpoly.edu/>.

#### **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. Visit <https://afd.calpoly.edu/hr/benefits/open-enrollment> for 2021 rates, plan information and more. 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.

#### **Celebrate Creation of New Outdoor Living Areas with Cool Treats Pop-Up on Oct. 8**

More than 200 tables, 400 chairs, 200 brightly colored umbrellas and 20 Adirondack chairs have been added to six new outdoor living areas across campus in an effort to further support student success throughout the pandemic. From noon-3 p.m. Thursday, Oct. 8, Campus Dining will celebrate the new areas by handing out free ice cream and popsicles to students, faculty and staff outside Mustang Station in the UU. By offering expanded outdoor spaces, students now have more safe places to study, attend virtual classes, eat and responsibly socialize outside of their residences. The umbrellas were installed over the past week to create shade and a more pleasant environment on the PAC Plaza, Mustang Way, Dexter Lawn, Bonderson Quad, Campus Market, and Poly Canyon Village. Adirondack chairs have been placed in the UU area and Dexter Lawn. To facilitate connectivity, ITS created 30 new WiFi hotspots to provide coverage for the new areas. All of the tables and chairs were sourced from Campus Dining operations, including excess new outdoor furniture from Vista Grande, and furniture scheduled to be removed from the Dining Complex (No. 19), which closed last quarter in preparation for the upcoming renovation. These new areas were created through partnership with the university, ASI and the Cal Poly Corporation. The team, comprised of colleagues from across campus, moved quickly within the last month to create, plan and execute the program.

# Cal Poly Report

Oct. 7, 2020

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## **CalPERS To Host Virtual Workshops on Retirement**

California Public Employees Retirement System (CalPERS) will virtually present two sessions of its Planning Your Retirement workshop to help employees within one to five years of retirement learn how to plan for retirement and the process of retiring. The workshop will be held from 9-11:30 a.m. Friday, Oct. 9. Visit <https://afd.calpoly.edu/hr/benefits/docs/calpers-regisration-flyer.pdf> for detailed information on how to enroll. Questions? 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.

## **Sign Up for Duo Multi-Factor Authentication Before Dec. 4**

Starting Dec. 4, 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. 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. 4, MFA will be required for all web-based services where Cal Poly credentials are used to log in. 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).

## **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 earthquake safety tips, check out information on how to prepare for an earthquake at <https://www.ready.gov/sites/default/files/2020-03/how-to-prepare-for-an-earthquake.pdf> and visit <https://afd.calpoly.edu/emergency/preparedness/know-what-to-do/earthquake>.

## **Celebrate Food Day All Month Long**

Food Day is a nationwide event dedicated to celebrating food while addressing food system issues. This year, campus clubs and programs will release Instagram videos about healthy eating and lifestyles, every Monday and Friday at noon on [@calpolyfoodday](https://www.instagram.com/calpolyfoodday) on Instagram. Students, faculty and staff can submit pictures of their homemade meals and recipes for a chance to win a prize every Wednesday in October. Check in on Friday, Oct. 9, for a video from the campus peer health education team, HEAT (the Health Enrichment Action Team), and Monday, Oct. 12, for a video from Campus Dining.

## **Catastrophic Leave**

**Shawn Bellue**, administrative support coordinator in Office of the Registrar— Records and Registration, has qualified for catastrophic leave. Those wishing to donate leave credits to help her remain in full-pay status during an extended leave of absence should contact catastrophic leave coordinator Maureen Muller at [mmuller@calpoly.edu](mailto:mmuller@calpoly.edu) to request a donation form.