ABC 2016 Fall Summit

Corporation Employment

Hiring through CPC

September 7, 2016
Hiring Policies and Practices

- Employment Statuses
  - Student, Intermittent, Additional Compensation, Benefited
- Requirements and Timelines
- Paperwork and Background Checks

Recent Changes and Updates
Corporation Employment Statuses

- CPC Student Assistant
  - Must be a Cal Poly Student
  - Taking 6+ undergrad or 4+ grad units
  - Limited to 20 hours per week during academic year

- Intermittent
  - Part time, variable hour employees
  - No guaranteed hours or schedule
  - Limited to 25 hours per week year around
  - Limited to 999 hours in a fiscal year (7/1-6/30)
Corporation Employment Statuses

- Additional Compensation
  - Cal Poly employee working additional hours through Corporation
  - Full time Cal Poly employees are limited to 25% or ~10 hours per week
  - Part time Cal Poly employees are limited to 100% between the University and Corporation
  - New hire paperwork is required if the employee is not a current Corporation employee
Corporation Employment Statuses

- **Benefited**
  - Appointment at least one year in length
  - 0.5FTE (20 hours a week) or greater
  - Funding must be determined prior to beginning recruitment
  - Benefit cost estimated to be approx. 60% of salary cost
  - Must be placed in CPC salary schedule and approved through the Board of Directors
Requirements and Timelines

- CPC Student Assistant and Intermittent
  - Student/Intermittent Application
  - Personnel Information Form (PIF)
    - Sponsored Program or Campus Programs approval may be required
  - Form I-9 with acceptable identification documents
  - Background check is required for those students working in sensitive positions
  - Background check is required for all intermittent employees
Requirements and Timelines

Additional Compensation
- New Hire Paperwork is required for new CPC employees
- The university and corporation are separate employers
- Personnel Information Form (PIF)
  - Sponsored Programs or Campus Programs approval may be required
- Form I-9 with acceptable identification documents
- Report FTE with University and CalPERS membership to CPC HR
Requirements and Timelines

- Benefited
  - Requisition for Recruitment and Job Description
  - Posting on https://www.calpolycorporationjobs.org
  - Screening Committee and Interviews
  - Background Check
  - Recommendation for Employment
  - Employment Offer
  - Benefit Orientation
New Hire Paperwork

- All employees require a Personnel Information Form (PIF)
- The Form I-9 requires the employee to submit unexpired, original identifications documents. Copies are unacceptable.
- CPC HR provides employees with information on payroll, timekeeping, direct deposit, taxes, ACA, and Corporation policies
Requirements and Timelines

- **Background Checks**
  - Plan your hiring timeline accordingly
  - May take up to 3 weeks to receive results
  - The background check must be completed before new hire paperwork can be submitted to CPC HR
  - Background checks may include criminal records check, employment and education verifications, and reference check.
Changes and Updates

- Student/Intermittent Applications
- Updated Personnel Information Form (PIF)
- Background Checks
Corporation Employment

Questions?
Corporation Employment

Presenter

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