WELCOME TO UC BERKELEY!
AGENDA

Introductions

Overview of UC Berkeley & VSPA

Campus Resources

Responsibilities of visitors

Break

Postdoc Only Presentation
HOW THE ORIENTATION WORKS

Some of the information is for

POSTDOCS ONLY
VISITING SCHOLARS ONLY
VISITING STUDENT RESEARCHERS ONLY
EVERYONE

Throughout the orientation you will hear the speaker address the information to the specific groups
INTRODUCE YOURSELF

- Name?
- Host Department and type of visitor (postdoc, visiting student researcher, or visiting scholar)?
- Home Country?
- Area of research?
- Hobby or interest?
Postdocs

1,900  UC Berkeley
6,500  UC System
60,000 United States

Visiting Scholars & Visiting Student Researchers

1,750  Visiting Scholars
1,350  Visiting Student Researchers
Office of the Vice Chancellor for Research

- Has overall managerial responsibility for Berkeley’s research enterprise
- Seeks to maintain a research environment that fosters creativity, collaboration and community.
- Provides support for campus-wide research efforts
- Advocates for research needs and resources
- Maximizes the benefits of Berkeley’s research to the scholarly community
- Supervises over 50 research units, 6 museums, and 7 field stations
- Administers the flow of research funding to the Berkeley campus
- Oversees the compliance of campus research with federal, state and university regulations
- Facilitates relations between University researchers and private industry for the benefit of society
Mission and Goals

- Foster a robust research community
- Enhance the research experience at Berkeley
- Convey policy issues to the attention of senior campus officials and campus partners
- Provide the research community with consistent delivery of services, benefits and privileges
- Offer professional and career development opportunities
- Support career interests of the postdoctoral scholars
- Oversee and support the Berkeley Postdoctoral Association and other related initiatives
Navigating Key Campus Services + Resources
Cal 1 Card is your passport for campus identification

- Building access
- Debit account
- Library access
- Meal plan access
- Athletic events
- University health services
- Recreational sports facility

https://cal1card.berkeley.edu/
Resources

- Events, workshops, career fairs
- Career counseling*
- Career exploration
- Resume & interview advising
- Internship support
- Job searching

*Postdocs & visiting student researchers only
One-on-one counseling available after 90 days of arrival date

http://career.berkeley.edu
How do I access these services + information?

Register in Handshake

Obtain your @berkeley.edu email address

Report it to vspa@berkeley.edu for entry into the VSPA Gateway

You will automatically be added in the next monthly upload
Plan ahead for your future(s)

Status Two Years After Completing a Postdoc Position

<table>
<thead>
<tr>
<th>Biological Sciences</th>
<th>Post-doc</th>
<th>Non-faculty Researcher</th>
<th>Industry or Self-Employed</th>
<th>Tenure Track</th>
<th>Nonprofit or Govt</th>
<th>Unemployed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>51%</td>
<td>18%</td>
<td>11%</td>
<td>14%</td>
<td>5%</td>
<td>1%</td>
</tr>
</tbody>
</table>
RECREATIONAL SPORTS FACILITY (RSF)

- FREE 30-day trial period for scholars only – tour Friday, February 7, 11 a.m. at RSF – register online, via the VSPA website
- Baseball and soccer fields, swimming pools, tennis courts, running tracks
- Group exercise classes, personal training
- Intramural sports
- Outdoor adventures and much more!
- Membership cost: $290/semester

Sign up in person at RSF main facility. Open to spouses and dependents over 17 years of age (after scholar’s 30-day trial period).

http://recsports.berkeley.edu
Welcome to Cal!

Maps Available
pt.Berkeley.edu

Real-time arrival information
Moovit, Transit, Berkeley App

High Demand for Parking
Plenty of Alternative Transit available

Clipper Card
Access to 20+ transit agencies in Bay Area

Trip-Planning Available
pt.berkeley.edu/GoldenBearTripPlanning
Contact Us!

Visit our office:
1995 University Avenue, Suite 110

Monday-Friday
7:30am – 4:00pm

Permit and Wageworks Questions:
prktrans@Berkeley.edu

Transit, Carpool, Bike, Trip-planning,
General Commuting Questions:
berkeleymoves@Berkeley.edu

Carpool Information:
Cal.rideamigos.com

Our website: pt.Berkeley.edu
VSPA AFFILATED PROGRAMS

Affiliated Programs

- Berkeley Postdoc Association
- Berkeley Postdoctoral Entrepreneur Program
- Postdoc Industry Exploration Program
- Humanities & Social Sciences Association
- Postdoc Teaching Opportunities Program
- Thriving in Science
- Berkeley Spouses, Partners & Parents Association
- Language and Communication
- Awesome Time in Science
- Opportunities for Postdoc Equity Networking

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The BPA is a volunteer organization made up of postdoctoral scholars that organize professional and career development programs. The mission of the BPA is to foster interaction between postdocs, members of academia, industry, and the local community.

Events and activities include:
- Monthly Board Meetings
- Happy Hours
- Pub Socials
- Spring Cookout
- Summer Festival
- National Postdoc Appreciation Week
- Winter Holiday Party
- Networking Opportunities
- Seminars and Workshops
- $500 Travel Award available

The BPA and the VSPA Program collaborate on many initiatives that enhance the experience for postdoctoral scholars during their appointment at UC Berkeley.
Berkeley Postdoc Entrepreneur Program

Aims to foster entrepreneurship in the UC Berkeley postdoctoral and graduate community. BPEP provides tools, mentoring, and a platform for science-business communication to enable research innovations to move into the marketplace. BPEP believes entrepreneurship is an integral part of UC Berkeley's ethos, and aims to build a community of entrepreneurs among UC Berkeley's postdocs.

http://bpep.berkeley.edu/
Opportunities for Postdoc Equity Networking or OPEN is a program aimed to promote equity, diversity and inclusion in the postdoc and graduate student community. Its mission is to build a network of core groups of postdocs and graduate students that will focus on issues that women, ethnic minorities, the LGBTQIA community and other groups face in academia.

Why OPEN?
Research in an academic setting can be competitive and intense. The lack of inclusiveness and diversity can exacerbate pressures and impair the performance of a postdoc or graduate student. The purpose of OPEN is to support the management of issues of equity, diversity and inclusion by bolstering career development. To be added to the OPEN listserv contact >Iskra Pollak Dorocic at i.pollak.dorocic@berkeley.edu
Valuable opportunity to learn about career options from professionals in industry

Sponsored site-visits to companies of interest: Feb. 25 Genentech – see flyers

An opportunity to gain exposure to current industry trends and career paths

A chance to network with company employees in a small group setting

http://piep.berkeley.edu/
• HSSA meets the social, intellectual, and professional needs of postdocs/scholars in the humanities & social sciences
• Activities & events include: Writing Group meetings, social events, lectures, workshops, symposiums/conferences
• Applications for new volunteer Board Members accepted!
• Questions to Daniel Kim, President: ddk@berkeley.edu

hssa.berkeley.edu
PTOP allows UC Berkeley postdocs across all disciplines to acquire experience and expertise in teaching college level courses at community colleges, liberal arts colleges, and universities in the Bay Area.

- Offers an opportunity to network with lecturers and faculty at UC Berkeley and other institutions
- Maintains a listserv of teaching opportunities
- Offers courses and seminars in pedagogy
- Helps clarify and illuminate possible career paths

http://vspa.berkeley.edu/ptop
The course involves two parts: two half-day pedagogy seminars (9-1 PM on Wednesday February 26 and Thursday February 27; lunch provided), and an optional two-hour peer-feedback session. Participants who attend both seminars and peer-feedback session will earn a Certificate in Learner-centered teaching.

The course will introduce scientific teaching, which integrates the research model into learner-centered teaching approaches. Participants will gain hands-on experience in developing course materials.

Instructor: Diane Ebert-May, a University Distinguished Professor in the Department of Plant Biology at Michigan State University.

Registration Info: https://tinyurl.com/ua5d5rk

http://vspa.berkeley.edu/ptop
Empower graduate students and postdoctoral researchers to become more engaged, resilient and creative scientists

Address real-world challenges that are encountered in scientific research

Organize small peer support groups

Organize events with presenting on topics such as *Understanding Burnout*, *Love and Fear in the Lab*, and *Not Going it Alone*

http://thriving.berkeley.edu
Mindfulness and Meditation

Wednesday, February 12, 6-7 p.m.

105 Stanley Hall

http://thriving.berkeley.edu/
Berkeley Spouses, Partners & Parents Assoc. (BSPPA)

- Social events, networking, focus groups, and seminars
- Resources for daily life, family and children, health services, learning events, and leisure activities
- Career development, job resources and volunteer opportunities

http://spousesandpartners.berkeley.edu
BSPPA Mission

- BSPPA helps spouses and partners of postdocs, visiting scholars and visiting student researchers navigate the UC Berkeley experience
- Supports families of all kinds, with and without children
- Organizes informational meetings, career development opportunities, social events, off-campus excursions, and informal meet-ups.
The UC Berkeley Mom’s Group is an informal group of staff, postdocs, visiting scholars, and visiting student researchers who meet to share information, resources and support.

To join the email list, contact Britta Kolb at bkolb@law.berkeley.edu or 510-664-9983

Next meeting:

Wednesday, February 25, 2020 - 12pm
Bay View room on the 5th Floor of Eshleman Hall
The Food Pantry: UC Berkeley’s student and volunteer-led space. Support from private donations, Basic Needs Student Referendum, and the VSPA program.

Philosophy: Take what you need, however often you may need it and be mindful this is a shared community resource. Be kind to this space, be kind to each other, and be kind to yourself.

Location: B North room 68 [basement of the MLK Student Union]

Monthly Food Benefits
Eligibility based on income and dependent on visa status.
Apply online: getcalfresh.org
Or call 1-877-847-3663 for Alameda or 1-925-603-3316 for Contra Costa / Solano

Food Sources Near Home
Call to find out more information.
Alameda County: 1-800-870-3663
Contra Costa and Solano County: 1-855-309-3663
The Ombuds Office for Students and Postdoctoral Appointees is an independent unit that provides strictly confidential, impartial and informal conflict resolution and problem-solving services. Services include:

- Informal dispute resolution
- Coaching
- Mediation
- Resources
- Referrals
- Workshops and trainings

**HOURS:** Monday - Friday, 9AM - 5PM

**PHONE:** 510-642-5754

sa.berkeley.edu/ombuds
Be Well at Work Health Programs

Tang Center
2222 Bancroft Way

https://uhs.berkeley.edu/bewell
• Employee Assistance
• Elder Care
• Ergonomics
• Wellness
• Work/Life
Preventing Injury and Illness
# Be Well at Work

## Faculty/Staff Wellness

Promoting healthy lifestyles and a healthy workplace environment

<table>
<thead>
<tr>
<th>Wellness Workshops and Programs</th>
<th>Environmental Initiatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Health Screenings</td>
<td>![Healthy Certification Logo]</td>
</tr>
<tr>
<td>✓ Health Improvement Programs</td>
<td>![Eat Well Berkeley Logo]</td>
</tr>
<tr>
<td>✓ Nutrition Workshops with Cooking Demos</td>
<td>![Breathe Tobacco Free Berkeley by 2014 Logo]</td>
</tr>
<tr>
<td>✓ Breastfeeding Support Program</td>
<td></td>
</tr>
<tr>
<td>✓ Walking Group and other Active at Work workshops</td>
<td></td>
</tr>
</tbody>
</table>
Promoting policies that support work/life balance
Providing confidential assessment and referral services
Providing confidential assistance for faculty and staff who are caring for or concerned about an elder or dependent adult
Setting up AirBears

What you need:
• A computer, CalNet ID (or guest account), web browser, AirBears signal

Computer setup:
• Set computer to ‘Automatically Obtain an IP Address’
• Set network name to be AirBears

Logging in:
• Startup your web browser.
• You will automatically be redirected to the AirBears WiFi login page.
• Enter CalNet ID and passphrase (or guest account & passphrase)
• You will be authenticated and able to use the AirBears service

http://ist.berkeley.edu/airbears
EMAIL – CALENDAR – DRIVE

https://bconnected.berkeley.edu/home

NOTIFY VSPA OF YOUR UC BERKELEY EMAIL ADDRESS, BY SENDING TO: vspa@berkeley.edu.
FOR EVERYONE!

Register for campus emergency e-Mail and SMS notifications

UC Police Department’s WarnMe

https://warnme.berkeley.edu/
• Advising support for nonimmigrant students, scholars, staff, and faculty
• Visa document production for nonimmigrant students, postdocs, visiting scholars, and visiting student researchers
• Programs and workshops

Berkeley International Office (BIO) and the VSPA Program are separate organizations, which collaborate on many programs in effort to enhance the experience of postdoctoral scholars during their appointment at UC Berkeley
DO NOT LEAVE THE U.S.

...without making an exit appointment with the Berkeley International Office!

internationaloffice@berkeley.edu  http://internationaloffice.berkeley.edu  510.642.2818
• GLACIER collects tax related information from foreign individuals receiving funds from UC Berkeley
• All foreign individuals receiving funds from UC Berkeley MUST have a GLACIER record.
• GLACIER determines residency status and tax treaty eligibility for the foreign individual.
• Information for Non-Employee Foreign & California Non-Resident Payments
• Guide for Foreign Individuals
• Examples of GLACIER Forms
• GLACIER Training through UC Learning Center

https://internationaloffice.berkeley.edu/taxes/tax-prep
• **Intellectual Property (IP)** at UCB: Patents, Copyrights, Trade and Service Marks, and Trade Secrets.

IP Essentials for Academic Researchers Training: ipira.Berkeley.edu/researcher

• **Responsible Conduct of Researchers (RCR) Training**: rac.Berkeley.edu/rcr.html

• University of California Ethical Values and Conduct Training: via the Learning Center at blu.Berkeley.edu.

• **Ethics**: We are committed to:
  - Integrity: We will conduct ourselves with integrity in our dealings with and on behalf of the University.
  - Excellence: We will conscientiously strive for excellence in our work.
  - Accountability: We will be accountable as individuals and as members of this community for our ethical conduct and for compliance with applicable laws and University policies and directives.
  - Respect: We will respect the rights and dignity of others.

Intellectual Property: vcresearch.Berkeley.edu

RCR: rac.Berkeley.edu/rcr.html

Berkeley Office of Ethics: ethics.Berkeley.edu/home
Online Courses:

- Environment, Safety, and Emergency Management
- Hazardous Materials
- Laboratory and Research Safety
- Safety Management
- Analytical Thinking
- Project Management
- Strategic Planning
- Communication
- Personal Effectiveness
- Research Administration and Practices
- Human and Animal Subjects
- Intellectual Property
- Desktop Applications/Tools
- Web Development
- Health and Wellness

https://jwas.ehs.berkeley.edu/lmsi
MANDATORY!

Domestic & international affiliates must have health insurance
Working in the Labs and Your Safety

- Building and Department Safety
- Personal Safety and Colleagues
- Radiation Safety, Biosafety, Chemical Safety
- Resources for Safety Training
- Hazardous Materials, Environmental Protection
- Safety Publications

Emergency: Dial 911 or 510-642-3333

http://ehs.berkeley.edu
VSPA CAREER & PROFESSIONAL DEVELOPMENT

- Research Presentation Skills
- Lab Management and Supervision
- Interviewing
- Grant Writing
- Conflict Resolution
- Networking
- Effective Communication
- Negotiation Skills
- Managing Your PI
- How to Get Published in an Academic Journal
- Selecting the Right Mentor

http://vspa.berkeley.edu/professional-development-presentations
The University of California has the largest population of postdocs in the world.

Wednesday, July 11
12:00pm  HSSA Writing Group

Thursday, July 12
9:00am  New Affiliate Orientation

Tuesday, July 17
7:00pm  Toast of Berkeley

Thursday, July 19
11:30am  BSPPA Meeting
11:45am  BPA Board Meeting
11:45am  HSSA Board Meeting
Sexual harassment, racial discrimination, and targeted hostility have no place in a well-regulated community, whatever its nature.

People deserve to be treated with consideration, regardless of their gender, ethnicity, physical appearance, sexual orientation, or political and religious outlook.

It is important for UC Berkeley to maintain a climate for intellectual activity that is collegial, respectful, and conducive to focused and productive inquiry.

Attitudes and behavior that are hostile or demeaning to members of our community, or that detract from the ability of our students, staff, and colleagues to focus effectively on their work are not appropriate.
Equity and Inclusion

Office of the Ombuds for Postdocs and Students
http://sa.berkeley.edu/ombuds

Title IX/VI Compliance Office (sex and race discrimination)
http://ccac.berkeley.edu/titleix.shtml

Equity Standards and Compliance
http://ccac.berkeley.edu/

Equity and Inclusion Resource Center
http://geneq.berkeley.edu/

UC and UC Berkeley Policy Statements
Complaints about sexual harassment or racial discrimination
Non-discrimination statement
Policy on substance abuse
Whistle blower policy
The Postdoc Union
Thank you for attending today’s orientation!


vspa@berkeley.edu  510.643.9681
Postdocs must stay for the 2nd half of the orientation!


vspa@berkeley.edu 510.643.9681
What you should know!

Overview and Description of Postdoc Job Codes
Postdoc Appointment Elements
Taking Time Off
Compensation
Postdoc Resources
The Postdoc Union
OVERVIEW OF POSTDOC JOB CODES

PhD

TRAINEE

RESEARCH

TRAIN UNDER FACULTY

5 year limit in the postdoc job codes (with exceptional 6th year)

Faculty supervisors set performance and research expectations
3252 Postdoctoral Scholar – Employee
3253 Postdoctoral Scholar – Fellow
3254 Postdoctoral Scholar – Paid Direct
3255 Postdoctoral Scholar – Non Exempt
3256 Postdoctoral Scholar – Interim Employee

For descriptions of title codes visit vspa.Berkeley.edu/postdocs
BENEFITS AT A GLANCE

• Health Insurance
• Dental
• Vision
• Life Insurance
• Accidental death and dismemberment
• Short term disability
• Long term disability (optional/initial enrollment only)
• Wellness benefits
• Waiving or opting out

https://clients.garnett-powers.com/pd/uc/plans_benefits/
Garnett-Powers & Associates is now Gallagher

1-800-254-1758
Email psbp@garnett-powers.com

For more general questions regarding UC Berkeley benefits, please contact Sharon Johnson: 510-664-4126 or sdjohnson@berkeley.edu.

UC Postdoc Scholar Benefit Plans and Rates
https://clients.garnett-powers.com/pd/uc
INTERNATIONAL POSTDOCS

→ Sign up for benefits even if you don’t immediately have a Social Security Number (SSN). You will be insured under an alias SSN until you secure your personal SSN.

→ Please work with your department’s HR contact to change the alias SSN to your new SSN.

→ Make sure the University has your current address on file at all times.

→ All correspondence from UC Berkeley and health insurance carriers will be mailed to the local address on file.
Health Maintenance Organization (HMO)
Preferred Provider Organization (PPO)

What’s the difference?
Dental Health Maintenance Organization (DHMO)
Dental Point of Service (POS)

What’s the difference?
HealthNet PPO (in network)
HealthNet PPO (out of network)

What’s the difference?
Postdoc Scholar-Employees

- MANDATORY contribution, on a pre-tax basis, 7.5% of wages to a Defined Contribution Plan (DCP) account such as Safe Harbor beginning the first day of an eligible appointment. You may withdraw (taxes apply) or transfer these funds to another retirement account when your appointment ends with the University.

- Have access to voluntary After-Tax DCP Account, Tax-Deferred 403(b) Plan and 457(b) Deferred Compensation Plan

Postdoc Scholar-Fellows and Postdoc Scholars Paid Direct

- Postdoc Scholar-Fellows and Postdoc Scholar-Paid Direct are not eligible to participate in UC retirement plans

Per the Union contract, your faculty sponsor is your “Supervisor” Responsibilities of your supervisor include:

- Appointment decision
- Performance management
- Mentoring
POSTDOC APPOINTMENTS

Length of Appointment (PD Employee)

All initial appointments must be for a minimum of one (1) year.
Reappointments are issued for a minimum of two years unless:
  - Funding is less than two years
  - Project is less than two years

Work/Visa limitations (e.g. J-1 Visa requirements)

Total postdoc service is more than 5 years or 6 with exception

Length of Appointment (PD Fellow and Paid Direct)

Appointments are for the duration of funding
Progress Assessment

Your supervisor must conduct one written annual review per the Union contract.

Meet with your faculty sponsor on a regular basis.

You should never be surprised with the content of your evaluation.
Individual Development Plan (IDP)

Identifies goals of the postdoc and expectations of the supervisor

Provides communication link between postdoc and supervisor

Safeguards against unexpected reviews

Contract includes standard 13 paid UC holidays

If required to work on a holiday, a postdoc may request another day off
(best done via email for your records)
Eligibility for pay during time off for Postdoctoral Scholar Fellows and Postdoctoral Scholars Pay Direct is dependent on the funding agency.

Postdocs gets 24 days per year of time off to use at any time in one-day increments (PTO or Personal Time Off).

Unused time off cannot be carried forward to another contract year and cannot be paid out.

Record keeping for time off varies from unit to unit. Check with your department administrator for details.
Postdoctoral scholars are eligible for 12 days of sick leave per 12-month appointment.

Can be used for absence due to personal or family illness.

All 12 days are available for use as of the appointment begin date.

Unused sick leave can be carried forward to other appointments (beyond postdoc).
All new parents are eligible for four weeks of Paid Parental Leave, which can be used all at once or in increments any time within the first year after the birth or placement of a child.

The University provides twelve unpaid weeks of Family and Medical Leave (FML) that can be used as parental leave for birth or placement of a child. Before taking unpaid parental leave, a Postdoctoral Scholar must exhaust all Personal Time Off (PTO) and their Paid Parental Leave.

Birth mothers are also eligible to use Short Term Disability insurance paid at 70% of salary for Pregnancy Disability Leave.
COMPENSATION MINIMUM LEVELS

Compensation level is connected to the NIH NSRA salary scale which is based on years of experience steps.

Postdocs can be paid more than the minimum level.

PIs must give at least 2% increase upon reappointment or upon appointment anniversary date.
# TABLE 23

**Postdoctoral Scholar - Employee**  
**Postdoctoral Scholar - Fellow**  
**Postdoctoral Scholar - Paid Direct**  
**Interim Postdoctoral Scholar - Employee**

**Postdoctoral Scholar Experience-Based Salary/Stipend Minimum**  
**FISCAL YEAR**

<table>
<thead>
<tr>
<th>Appointment Step for Postdoctoral Scholar Experience Level</th>
<th>Minimum Rates Paid for Experience Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6/1/18</td>
</tr>
<tr>
<td></td>
<td>Annual</td>
</tr>
<tr>
<td>Level 0 (0 - 11 months)</td>
<td>49,188</td>
</tr>
<tr>
<td>Level 1 (12 - 23 months)</td>
<td>51,324</td>
</tr>
<tr>
<td>Level 2 (24 - 35 months)</td>
<td>53,184</td>
</tr>
<tr>
<td>Level 3 (36 - 47 months)</td>
<td>55,308</td>
</tr>
<tr>
<td>Level 4 (48 - 59 months)</td>
<td>57,528</td>
</tr>
<tr>
<td>Level 5 (60 - 71 months)*</td>
<td>59,736</td>
</tr>
</tbody>
</table>

Comp Group 869  
* Appointment to Postdoctoral Scholar, Experience Level 5, is by exception.
RESOURCES

UAW 5810 Postdoctoral Scholar Unit (Postdoc) Contract
http://uaw5810.org/know-your-rights/contract/

Academic Personnel Office
http://apo.berkeley.edu/

Visiting Scholar and Postdoc Affairs
vspa.berkeley.edu