AGENDA

9 – 9:05 a.m.  Introduction to VSPA
9:05 – 9:40 a.m.  Campus Resources
9:40 – 9:50 a.m.  Responsibilities of visitors
9:50 – 10 a.m.  Q&A
10 – 10:30 a.m.  Postdoc Only Presentation
10:30 – 11 a.m.  Confidential – Postdocs & Union Only
VSPA CONTACTS

Yvette Lane-Newton
Director

Cecilia Mafnas
Manager

Marci Burke
Program Coordinator

Call: 510-643-9681
Email: vspa@berkeley.edu
Web: vspa.berkeley.edu
Visit: 302 Sproul Hall
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, visiting scholars and visiting student researchers
• Oversee and support the Berkeley Postdoctoral Association and other related initiatives
INTRODUCE YOURSELF

Using the chat feature, please share:

Name

Postdoc, Visiting Scholar, Visiting Student Researcher?

Department

Questions and/or comments
Navigating Key Campus Services + Resources
Parking & Transportation

COVID updates: https://pt.berkeley.edu/COVID19

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

Visit: 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
• FREE 30-day trial period for scholars only
• Baseball and soccer fields, swimming pools, tennis courts, running tracks
• Group exercise classes, personal training
• Intramural sports
• Outdoor adventures and much more!
• Membership cost: $305/person, per 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).
Contact: Jeffrey Lambert at jrlambert@berkeley.edu
Follow on Instagram: @calrecsports
Berkeley Rec Sports

Exerc isis is Medicine®

OCTOBER CELEBRATION

Mondays (12 pm)
New to Fitness Workouts

Tuesdays (4 pm)
Strength for Sports

Wednesdays (4 pm)
Strength for Swim/Bike/Run

Thursdays (4 pm)
Yoga

Fridays (1 pm)
Simple Strong Fridays
Cal 1 Card is your passport for campus identification

Access during COVID-19:

https://cal1card.berkeley.edu/cal-1-card-updates-on-coronavirus-covid-19/

INFORMATION FOR EMPLOYEES AND AFFILIATES:

• Non-essential employees / affiliates are advised to refrain from unauthorized / unnecessary travel to campus and instead work remotely until further notice.
• Affiliates whose job duties require access to campus properties should communicate with their supervisor / manager to attain an “essential” designation.
• Employees / affiliates with an “essential” designation that need a new or replacement Cal 1 Card may do so by making an appointment as follows:
  o Visit our online Flex Appointment Page to make an appointment
  o Follow the onscreen instructions to select from available appointment time slots
• Employees and affiliates without an “essential” designation are advised not to make an unnecessary trip to the Berkeley campus solely for the purpose of obtaining a new or replacement Cal 1 Card.
• Issuance of a Cal 1 Card (or lack thereof) will not impact your ability to create and use your CalNet credentials (i.e. CalNet ID and Passphrase) for access to UC Berkeley online resources / applications.

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?

Obtain your @berkeley.edu email address

Report it to vspa@berkeley.edu.
Your email address will be added to the list for the following month.

Register for Handshake: https://career.berkeley.edu/handshake
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
• Employee Assistance
• Elder Care
• Ergonomics
• Wellness
• Work/Life

Tang Center
2222 Bancroft Way
https://uhs.berkeley.edu/bewell
COVID-19 UPDATES

For the latest updates on the evolving COVID-19 policies and resources for the campus community, please visit the UC Berkeley news site: https://news.berkeley.edu/coronavirus/

For the latest updates from University Health Services (UHS), including mental health resources, please visit: https://uhs.berkeley.edu/coronavirus-covid-19-information

For updates from the Division of Equity and Inclusion (E&I) regarding COVID-19, including assistance with basic needs, please visit the E&I page at: https://diversity.berkeley.edu/covid-19-ei-here-serve-you
UC Berkeley Library

Welcomes Visiting Scholars and Postdocs!
Fall 2020
Corliss Lee
clee@library.berkeley.edu
VISITING SCHOLARS

- May need to set up “card”
- Checkout up to 20 items
- Off campus access
- Interlibrary Loan services (somewhat limited now)
- 24/7 chat & other research assistance
- Oski Xpress = 10 items
- YES access to Hathi Trust Emergency Temporary Access Service
  (ask your librarians)

POSTDOCS

- Calnet ID = library “card”
- Checkout up to 200 items
- Off campus access
- Interlibrary Loan services (somewhat limited now)
- 24/7 chat & other research assistance
- Oski Xpress = 10 items
- YES access to Hathi Trust Emergency Temporary Access Service
ACCESSING LIBRARY MATERIALS

OFF CAMPUS ACCESS TO E-RESOURCES

● Start w/Library home page
● Download the bookmarklet
● OR: use the VPN

WHERE TO SEARCH

● OskiCat/MELVYL
● Library Databases
  ○ browse by subject or format
● Start Your Search
Curbside pickup (Main books only)
More about
  - Start Your Search
  - OskiCat
  - Library Databases
Hathi Trust ETAS
Google Scholar
Citation Management Software
LinkedIn Learning
Scholarly Communication
24/7 research assistance

OCTOBER 6
AT
NOON

cliffe@library.berkeley.edu
Summary of Food Resources:
tinyurl.com/ucb-bnc-c19

1. Campus Food Pantry
   Email: foodpantry@berkeley.edu
   Phone: 510-463-4170

2. CalFresh - https://calfresh.berkeley.edu/
   Online: getcalfresh.org
   By phone: 1-877-847-3663 for Alameda County 1-925-603-3316 for Contra Costa and Solano Counties
   Or in person

3. Find Food Near Home
   1-510-635-3663 for Alameda County
   1-855-309-3663 for Contra Costa and Solano Counties

COVID-19 RESOURCES: https://docs.google.com/document/d/1WwPF-QZ8EXBfM-Wf_WwBzdTU39hFz85Jl2F8Z5IfDE/edit
Pop-up Food Pantry/Grocery Bag Pick Up

Tuesday 12 pm – 6 pm
Wednesday, Thursday & Friday 11 am – 3 pm
Saturday 11 am – 1 pm

Location: Martin Luther King, Jr. Student Union near Lower Sproul Plaza
2495 Bancroft Way
No sign-up necessary
Please bring your Cal ID, wear a face covering, and practice physical distancing.

Open hours are subject to change depending on community needs and inventory availability.

Questions? Email: foodpantry@berkeley.edu
RELOCATION AND HOUSING WEBINAR
October 7 – 11 a.m. – 12 p.m.

Becky White, the campus housing coordinator, will lead a session about relocation and housing. Register via the Eventbrite link, on the VSPA calendar.
OTHER OPPORTUNITIES

• New York Academy of Science: For over 200 years the NY Academy of Sciences has helped scientists, engineers, and innovators pursue successful careers. Free membership, courtesy of VSPA.

• Nature Masterclass: VSPA has a Nature Masterclasses subscription, which gives you access to an online course in scientific writing and publishing, taught by editors from the Nature Research journals. Information session on October 22, 10 – 11 a.m. Details coming soon.

• For postdocs: National Postdoc Association (NPA). Free membership, courtesy of VSPA.
VSPA AFFILIATED 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
The BPA is a volunteer organization of postdocs working to advocate for the postdoc and visiting scholar community at UC Berkeley. We strive to provide a network of support and professional development for postdocs and visiting scholars through workshops, social events, seminars, and other opportunities. The BPA and the VSPA Program collaborate on many initiatives that enhance the experience for postdoctoral scholars during their appointment at UC Berkeley.

**Events and activities include:**
- Happy Hours
- Language Exchanges
- Seminars & Workshops
- $200 Professional Development Award (for online opportunities)

[http://postdoc.berkeley.edu](http://postdoc.berkeley.edu)

Join our mailing list, Facebook or Twitter
Berkeley Postdoctoral Association

New Postdocs’ Virtual Happy Hour
TONIGHT
6:30-7:30pm

Language Exchange
Third Wednesday of each month
6:30-7:30pm

http://postdoc.berkeley.edu
Join our mailing list, Facebook or Twitter

The Value of Research in Society - A BPA Workshop Series

Part 2: Research & Politics with Shaughnessy Naughton, Founder of 314 Action | Tuesday Oct 13, 9:00 – 10:30 AM

Follow @BerkeleyBPA
UC Berkeley Postdoctoral Association - BPA
• 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
The Calnet ID is your UC Berkeley digital identity, used to access all password-protected portals.

- To activate your CalNet ID, please follow the instructions on the CalNet Identity Access Management website: https://calnetweb.berkeley.edu/calnet-me/info-new-users/activate-calnet-id/cam-instructions-new-employees-and-affiliates

- Specific CalNet ID requirements, passphrase requirements, and information for new users can be found here: https://calnetweb.berkeley.edu/calnet-me/information-new-users
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
Register for:
• Cal Messages: https://calmessages.berkeley.edu/. Contact your BRS HR partner for further instructions.
• Campus emergency notifications: warnme.berkeley.edu
• Notify VSPA of your UCB email address: vspa@berkeley.edu

https://bconnected.berkeley.edu/home
FOR EVERYONE!

Register for campus emergency e-Mail and SMS notifications

UC Police Department’s WarnMe

https://warnme.berkeley.edu/
• Advising support for nonimmigrant scholars
• Visa document production for nonimmigrant students, postdocs, visiting scholars, and visiting student researchers
• Programs and workshops
• Do not leave the U.S. before notifying the Berkeley International Office (BIO):
  email: internationaloffice@berkeley.edu
  phone: 510-642-2818
  Virtual advising available via email and Zoom: jscholar@berkeley.edu

http://internationaloffice.berkeley.edu
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

GLACIER Training through UC Learning Center

https://internationaloffice.berkeley.edu/taxes/tax-prep
IP, Ethics and RCR – **Required** Training

- **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
Domestic & international affiliates must have health insurance

Gallagher Benefit Services
(formerly known as Garnett-Powers and Associates)

Website: https://clients.garnett-powers.com/vs/ucb/contact/

Email: UniversityServices.GBS.UCBVSBP@ajg.com

Phone: 1-888-441-3719
For information specific to Visiting Scholars and Visiting Student Researchers, contact: Diane Sims at Diane_Sims@ajg.com

NEW: IMG has agreed to include coverage for COVID-19 on all of their plans for currently enrolled Visiting Scholars and any future scholars. For any scholars who switch plans, experience a gap in coverage or are newly enrolled pre-existing condition coverage waiting period will apply. Scholars who are currently enrolled, coverage for the COVID virus will be treated as any other illness.
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
- 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

[https://vspa.berkeley.edu/professional-development-presentations](https://vspa.berkeley.edu/professional-development-presentations)
### Event Calendar

**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

---

The University of California has the largest population of postdocs in the world.
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.

We welcome you to take the Gender Recognition Act training course on transgender, nonbinary, and intersex awareness.
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!
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/
Insurance Broker: Gallagher Benefits Services  
(formerly Garnett-Powers and Associates)  
Email: UniversityServices.GBS.psbp@ajg.com  
Phone: 1-800-254-1758

UC Postdoc Scholar Benefit Plans and Rates:  
http://clients.garnett-powers.com/pd/uc/plans_benefits/  

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

http://clients.garnett-powers.com/pd/uc/plans_benefits/
Back-up Dependent Care Program

- The Back-Up Dependent Care Program is an expansion of the Bright Horizons Back-Up Care Program in response to the COVID-19 pandemic and the significant consequences it has had for those responsible for the care of dependents.

- Now available to all benefits-eligible employees. You may use up to 120 hours of in-home or center-based care for children or adult dependents, for a low hourly copay.

- The program lasts through June 30, 2021.

- Bright Horizons maintains a nationwide network of caregivers and centers, so care can be arranged even if you or a loved one do not reside in the greater Bay Area.

- For information: https://ofew.berkeley.edu/back-care-advantage-program
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)
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. The mandatory contribution does not apply to postdocs who are not residents for tax purposes. Residency will apply when you are in the U.S. for two years, after which you contribute to the DCP.

- 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
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 no 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

My IDP Science Careers: https://myidp.sciencecareers.org/

Imagine PhD: a career exploration and planning tool for the humanities and social sciences
https://www.imaginephd.com/

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)

Academic Calendar:

Eligibility for pay during time off for Postdoctoral Scholar Fellows and Postdoctoral Scholars Pay Direct is dependent on the funding agency.

All postdocs get 24 days per year of time off to use at any time in one-day increments (PTO or Personal Time Off), in addition to the 13 paid holidays.

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.

COVID-19 Related Leaves:
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), such as ladder-rank professor or researcher, at another UC campus.
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 (adoption).

The University provides 12 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 level is based on the NIH National Research Service Award (NRSA) 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>12/1/18</td>
</tr>
<tr>
<td></td>
<td>Annual</td>
</tr>
<tr>
<td>Level 0 (0 - 11 months)</td>
<td>50,760</td>
</tr>
<tr>
<td>Level 1 (12 - 23 months)</td>
<td>52,896</td>
</tr>
<tr>
<td>Level 2 (24 - 35 months)</td>
<td>54,756</td>
</tr>
<tr>
<td>Level 3 (36 - 47 months)</td>
<td>56,880</td>
</tr>
<tr>
<td>Level 4 (48 - 59 months)</td>
<td>59,100</td>
</tr>
<tr>
<td>Level 5 (60 - 71 months)*</td>
<td>61,308</td>
</tr>
</tbody>
</table>

Comp Group B69

* 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
Thank you for attending today’s orientation!