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
VSPA CONTACTS

Yvette Lane-Newton
Director

Cecilia Mafnas
Manager

Marci Burke
Program Coordinator

Helen Liu
Financial Analyst
Navigating Key Campus Services + Resources
• FREE 30-day trial period for scholars only – tour Friday, MARCH 6, 10 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).
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 (RSF)
- Parking and Transportation

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></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>Biological Sciences</td>
<td>51%</td>
<td>18%</td>
<td>11%</td>
<td>14%</td>
<td>5%</td>
<td>1%</td>
</tr>
</tbody>
</table>
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 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

Copyright © 2014 VSPA Program, UC Berkeley
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.

http://postdoc.berkeley.edu
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 (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

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

A chance to network with company employees in a small group setting
- 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
Postdoc Teaching Opportunities Program

- 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
An interactive workshop for postdocs who are teaching at university and presenting at conferences. Participants are encouraged to discuss personal challenges and bring their own teaching materials. Through a series of activities, participants learn how to present content, how to design presentations, and how to lecture with greater confidence and effective tools of delivery.
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
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 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.
Summary of Food Resources

Campus Food Pantry
1. Location: BNorth #68 MLK Student Union (basement floor). Look for pantry signs.

CalFresh
2. 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

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

basicneeds.berkeley.edu
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
Be Well at Work Health Programs

Tang Center
2222 Bancroft Way

https://uhs.berkeley.edu/bewell
COVID-19 Event Precautions

• Wash hands frequently. Wash your hands often with soap and water for at least 20 seconds.
• Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
• Avoid touching your eyes, nose and mouth.
• Routinely clean frequently touched surfaces.
• Stay home when sick.
• Seek immediate medical care if symptoms become more severe, e.g., high fever or difficulty breathing.
• Use “respiratory etiquette” Cover cough with a tissue or sleeve and throw your tissue in the trash.
• Get the flu vaccine if you haven’t had it this season.
• "Surgical masks" (the paper kind) may help limit transmission of YOUR COLD to others if you are sick; they are not recommended in this country for protecting a healthy person.
• Employee Assistance
• Elder Care
• Ergonomics
• Wellness
• Work/Life
Preventing Injury and Illness

SIT. STAND. MOVE.

Change it up every 20-30 minutes. It’s a healthy combination!
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></td>
</tr>
<tr>
<td>✔ Health Improvement Programs</td>
<td></td>
</tr>
<tr>
<td>✔ Nutrition Workshops with Cooking Demos</td>
<td></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
Be Well at Work Faculty/Staff Health Programs improve employee health and well-being, leading to a more engaged and productive workforce.

This is accomplished by providing prevention services addressing ergonomics, wellness, and work/life through a continuum of treatment services such as employee assistance, occupational health, and disability services. Read about each program below.

Disability Management

Disability Management provides employees and departments with a full range of disability-related assistance and consultation, including workers' compensation, injury prevention, return-to-work, transitional work, reasonable accommodation, and departmental training.

Employee Assistance
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
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
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.

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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
VS/VSR BENEFITS

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

CAMPUS SERVICES
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.
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!

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

<table>
<thead>
<tr>
<th>PhD</th>
<th>RESEARCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAINEE</td>
<td>TRAIN UNDER FACULTY</td>
</tr>
</tbody>
</table>

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

Faculty supervisors set performance and research expectations
POSTDOC JOB CODES

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/
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 Sumber (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 get 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 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>
<th>12/1/18</th>
<th>3/1/20</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annual</td>
<td>Monthly</td>
<td>Annual</td>
</tr>
<tr>
<td>Level 0 (0 - 11 months)</td>
<td>50,760</td>
<td>4,230.00</td>
<td>53,460</td>
</tr>
<tr>
<td>Level 1 (12 - 23 months)</td>
<td>52,896</td>
<td>4,408.00</td>
<td>55,596</td>
</tr>
<tr>
<td>Level 2 (24 - 35 months)</td>
<td>54,756</td>
<td>4,563.00</td>
<td>57,456</td>
</tr>
<tr>
<td>Level 3 (36 - 47 months)</td>
<td>56,880</td>
<td>4,740.00</td>
<td>59,580</td>
</tr>
<tr>
<td>Level 4 (48 - 59 months)</td>
<td>59,100</td>
<td>4,925.00</td>
<td>61,800</td>
</tr>
<tr>
<td>Level 5 (60 - 71 months)*</td>
<td>61,308</td>
<td>5,109.00</td>
<td>64,008</td>
</tr>
</tbody>
</table>

Comp Group B69
* Appointment to Postdoctoral Scholar, Experience Level 5, is by exception.