WELCOME TO UC BERKELEY!
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

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VSPA CONTACTS

Yvette Lane-Newton
Director

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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
Navigating Key Campus Services + Resources
Parking & Transportation


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: $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).

Follow on Instagram: @calrecsports
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?

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
Be Well at Work Health Programs

Tang Center
2222 Bancroft Way

https://uhs.berkeley.edu/bewell
• Employee Assistance
• Elder Care
• Ergonomics
• Wellness
• Work/Life
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
Classes open to all postdocs, visiting scholars, and visiting student researchers, and their partners. Taught by coach and intercultural trainer Rita Brown.

Two Individual Coaching Sessions
(available until May 31):
https://www.eventbrite.com/e/two-individual-coaching-sessions-spring-2020-tickets-96555001609

Group Coaching Sessions
(May 13, June 17, 11 a.m. – 12 noon)
https://www.eventbrite.com/e/group-coaching-session-1-april-15-2020-tickets-101384658242
WriteNow Summer Session
Beta Program

VSPA is sponsoring 50 people in a 12 week program sponsored by the National Center for Faculty Development & Diversity (NCFDD).

The program offers access to the WriteNow platform and timer for increased writing productivity, goal setting, and community support. Register by noon on Friday, May 8 at:

https://forms.gle/Z8rXz173ns37TFrt9
Summary of Food Resources:
tinyurl.com/ucb-bnc-c19

1. **Campus Food Pantry**
   - Shelter in Place location: 103 Sproul Hall.
   - Email: foodpantry@berkeley.edu
   - Phone: 510-463-4170

2. **CalFresh**
   - 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/1WwPFQ3Z8EXBfM-Wf_WwBzdTU39hfs85JL2F8Z5lfDE/edit
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 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. 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:**
- Monthly Board Meetings
- Happy Hours
- Pub Socials
- National Postdoc Appreciation Week
- Seminars & Workshops
- $200 Professional Development Award – for online opportunities

Women in Academia Wiki Edit-a-Thon, May 7: 3-4 p.m.
Netflix Movie Night, May 7: 7-9 p.m.
Coffee Hour, May 8: 2-3 p.m.
Visit: vspa.Berkeley.edu for information

http://postdoc.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
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
• **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)

Contact information:

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
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

https://vspa.berkeley.edu/professional-development-presentations
**EVENT CALENDAR**

**Visiting Scholar and Postdoc Affairs**

**ABOUT VSPA**  **PROGRAMS**  **INTERNATIONAL AFFILIATES**  **VIRTUAL TOOLS**

1. **Wednesday, July 11**
   - 12:00pm  HSSA Writing Group

2. **Thursday, July 12**
   - 9:00am   New Affiliate Orientation

3. **Tuesday, July 17**
   - 7:00pm   Toast of Berkeley

4. **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.

vspa@berkeley.edu  510.643.9681
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
What you should know!

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

PhD
RESEARCH

TRAINEE
TRAIN UNDER FACULTY

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

Faculty supervisors set performance and research expectations
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.pspb@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.
→ 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)
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
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

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.

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).
PARENTAL LEAVE

• 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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12/1/18 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.