WELCOME TO UC BERKELEY!
INTRODUCE YOURSELF

Name?
Department affiliation?
Home Country?
Area of research?
Hobby or interest?
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
Postdocs

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

Visiting Scholars (2016)

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
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 initiatives
VSPA CONTACTS

Yvette Lane-Newton
Director

Marci Burke
Program Coordinator

Cecilia Mafnas
Program Manager

Helen Liu
Financial Analyst

Copyright © 2014 VSPA Program, UC Berkeley
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/
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

BERKELEY bCONNECTED

Home  Collaboration Services  Accounts  Training & Support  Privacy & Security  News  Projects

Log In

bMail  Box
bCal  bCourses
bDrive  CalShare
bConnected Lists (Google Groups)

Getting Started

Create accounts and lists
Training and Documentation
Knowledge Base

WARNING: Ransomware Attacks are on the Rise
Ransomware attacks have been reported on campus, learn how to protect yourself

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 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

http://internationaloffice.berkeley.edu
DO NOT LEAVE THE U.S.
...without making an exit appointment with the Berkeley International Office!

BEAR TIP

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
Resources

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

*Postdocs & visiting scholars only
One-on-one counseling available only after 90 days of arrival date
UC LEARNING CENTER

- 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
RECREATIONAL SPORTS FACILITY

- Baseball and soccer fields, swimming pools, tennis courts, running tracks
- Group exercise classes, personal training
- Health and safety course
- Intramural sports
- Outdoor adventures
- Membership cost: $210-$290/semester

Sign up online or in person. Open to spouses and dependents over 17.

http://recsports.berkeley.edu
MANDATORY!
Domestic & international affiliates must have health insurance
VS/VSR BENEFITS

CAMPUS SERVICES

https://clients.garnett-powers.com/vs/ucb/
Working in the Labs and Your Safety

• Building and Department Safety
• Personal Safety
• Radiation Safety
• Resources for Safety Training
• Hazardous Materials
• Safety Publications

http://ehs.berkeley.edu
PARKING & TRANSPORTATION

- Transportation Maps
- Campus shuttles
- EasyPass and Clipper Card
- Parking Permits
- Bicycle Commuting
- Disability Access

http://pt.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
<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSSA Writing Group</td>
<td>Wednesday, July 11 12:00pm</td>
</tr>
<tr>
<td>New Affiliate Orientation</td>
<td>Thursday, July 12 9:00am</td>
</tr>
<tr>
<td>Toast of Berkeley</td>
<td>Tuesday, July 17 7:00pm</td>
</tr>
<tr>
<td>BSPPA Meeting</td>
<td>Thursday, July 19 11:30am</td>
</tr>
<tr>
<td>BPA Board Meeting</td>
<td>11:45am</td>
</tr>
<tr>
<td>HSSA Board Meeting</td>
<td>11:45am</td>
</tr>
</tbody>
</table>
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.

**Events and activities include:**
- Monthly Board Meetings
- Happy Hours
- Pub Socials
- Spring Cookout
- Summer Festival
- Postdoc Appreciation Day
- Winter Holiday Party
- Networking Opportunities
- Seminars and Workshops

The BPA and the VSPA Program collaborate on many initiatives that enhance the experience 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/
Valuable opportunity to learn about career options from professionals

Free 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

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 listserve of teaching opportunities
- Offers courses and seminars in pedagogy
- Helps clarify and illuminate possible career paths

[http://vspa.berkeley.edu/ptop](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/
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.
Intermediate ESL → Academic and Social English

Monday/Wednesday
6 - 7:30pm

September 9 to October 16
Advanced Academic English Skills

Tuesday/Thursday
6 - 7:30pm
September 10 to October 17
CONTACT:

Nicolas Gattig
couchgattig@gmail.com
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 Ombudsman 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
The Office of the Ombudsman for Students and Postdocs 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
Thank you for attending today’s orientation!

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

- 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
## POSTDOC JOB CODES

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3252</td>
<td>Postdoctoral Scholar – Employee</td>
</tr>
<tr>
<td>3253</td>
<td>Postdoctoral Scholar – Fellow</td>
</tr>
<tr>
<td>3254</td>
<td>Postdoctoral Scholar – Paid Direct</td>
</tr>
<tr>
<td>3255</td>
<td>Postdoctoral Scholar – Non Exempt</td>
</tr>
<tr>
<td>3256</td>
<td>Postdoctoral Scholar – Interim</td>
</tr>
</tbody>
</table>
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 out

https://clients.garnett-powers.com/pd/uc/plans_benefits/
1-800-254-1758
psbp@garnett-powers.com

UC Postdoc Scholar Benefit Plans and Rates
https://clients.garnett-powers.com/pd/uc/plans_benefits/
→ Sign up of 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 the 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?
Postdoc Scholar-Employees

- Mandatory contribution, on a pre-tax basis, 7.5% of wages to a Defined Contribution Plan (DCP) account beginning the first day of an eligible appointment
- 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
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

Length of Appointment (PD Employee)

All initial appointments must be at least of year. Reappointments are issued for two years unless:
- Funding is less than two years
- Project is less than two years
- Visa limitations (e.g. J-1 Visa requirements)

Length of Appointment (PD Fellow and Paid Direct)

Appointments are for the duration of funding
Contract includes standard 13 UC holidays

If required to work on a holiday, a postdoc may request another day off
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.

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.
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.
Be Well at Work Health Programs

Tang Center
2222 Bancroft Way

Julia Anable, PhD
Employee Assistance Counselor

Tel: 510 643 7754
• 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!

[Image of a person standing up from a desk]

[Website link: uhs.berkeley.edu/activitybreaks]
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**
Compensation level is connected to the NIH 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 B69
* Appointment to Postdoctoral Scholar, Experience Level 5, is by exception.
UAW 5810 Postdoctoral Scholar Unit (Postdoc) Contract
http://uaw5810.org/know-your-rights/contract/

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

Visiting Scholar and Postdoc Affairs Program
vspa.berkeley.edu