WELCOME TO UC BERKELEY!
INTRODUCE YOURSELF

- Name?
- Host Department and Affiliate type?
- 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 at UC Berkeley
- 6,500 at UC System
- 60,000 in the United States

Visiting Scholars (2016)

- 1,750 Visiting Scholars
- 1,350 Visiting Student Researchers
UC BERKELEY’S RESEARCH MISSION

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
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
Notify VSPA of your new Berkeley email address 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

http://internationaloffice.berkeley.edu
DO NOT LEAVE THE U.S.

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

Intellectual Property: vcresearch.Berkeley.edu
RCR: rac.Berkeley.edu/rcr.html
Berkeley Office of Ethics: ethics.Berkeley.edu/home
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>
• 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
• FREE 30-day trial period for affiliates 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. Open to spouses and dependents over 17 (after affiliate 30-day trial period).

http://recsports.berkeley.edu
MANDATORY!

Domestic & international affiliates must have health insurance
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
• 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
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
- National Postdoc Appreciation Week
- Winter Holiday Party
- Networking Opportunities
- Seminars and Workshops

The BPA and the VSPA Program collaborate on many initiatives that enhance the experience of 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/
OPEN is a program initiated by the BPA 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, 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

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
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/
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

Next meeting: Wednesday, January 29, 2020 - 12pm
Bay View room on the 5th Floor of Eshleman Hall
Intermediate ESL - Academic and Social English:
Jan 13 – Feb 12, 2020
Monday & Wed., 6-7:30 p.m.
additional class on Jan. 24

and

Advanced Academic English Skills:
Jan 14 – Feb 13, 2020
Tuesdays and Thurs., 6-7:30 p.m.
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.
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]

**CalFresh**  
**Monthly Food Benefits**
Eligibility based on income and dependent on visa status.
Apply online: [getcalfresh.org](http://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**
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
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
Preventing Injury and Illness

SIT. STAND. MOVE.

Change it up every 20-30 minutes. It's a healthy combination!
**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><img src="image1.png" alt="Healthy Certification" /></td>
</tr>
<tr>
<td>✓ Health Improvement Programs</td>
<td><img src="image2.png" alt="eat well Berkeley" /></td>
</tr>
<tr>
<td>✓ Nutrition Workshops</td>
<td><img src="image3.png" alt="Tobacco Free Berkeley by 2014" /></td>
</tr>
<tr>
<td>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 departamental training.

Employee Assistance
Thank you for attending today’s orientation!


vspa@berkeley.edu  510.643.9681
B E A R
H U G

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

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 Employee</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/
UC Postdoc Scholar Benefit Plans and Rates

https://clients.garnett-powers.com/pd/uc/plans_benefits/

Email
psbp@garnett-powers.com

1-800-254-1758
INTERNATIONAL POSTDOCS

→ 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 such as Safe Harbor 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
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
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 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 get 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).
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 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.
## Postdoctoral Scholar - Employee, Fellow, Paid Direct, 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>

*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 Office
http://apo.berkeley.edu/

Visiting Scholar and Postdoc Affairs
vspa.berkeley.edu