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
UC BERKELEY

- First UC campus that opened in 1869 in Oakland, California
- Also known as Cal
- #1 public, and fourth-best university overall, in U.S. News & World Report
- 8 Nobel Prizes held by current faculty
UC BERKELEY AT A GLANCE (2017)

- **Total Students**: 41,910
- **Undergraduates**: 30,574
- **Graduates**: 11,336
- **Full-time Faculty Members**: 1525
- **Academic Departments**: 184
- **Colleges and Schools**: 14

2017-2018 DEGREES RECIPIENTS

- **Bachelors**: 7,982
- **Masters & Professional**: 3,371
- **Doctoral**: 870
### Postdocs

<table>
<thead>
<tr>
<th></th>
<th>UC Berkeley</th>
<th>UC System</th>
<th>United States</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,900</td>
<td></td>
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<tr>
<td>6,500</td>
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<tr>
<td>60,000</td>
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### Visiting Scholars (2016)

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<tr>
<td>1,750</td>
<td>Visiting Scholars</td>
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<tr>
<td>1,350</td>
<td>Visiting Student Researchers</td>
<td></td>
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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
Berkeley received $700 million in research funding, mostly from:

- National Institutes of Health
- National Science Foundation

Inventions and Patents:
- Total inventions: 2,217
- Active license agreements: 300
- Active U.S. patents: 569
- Active foreign patents: 465
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
Call  +1 (510) 643-9681
Email  vspa@berkeley.edu
Web  vspa.berkeley.edu
Mail  302 Sproul Hall, M/C 5960
University of California
Berkeley, CA 94720
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
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!
GLACIER TAX COMPLIANCE SYSTEM

- 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

http://career.berkeley.edu
• 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
• 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

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
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
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.
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
coachgattig@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

3252 Postdoctoral Scholar – Employee
3253 Postdoctoral Scholar – Fellow
3254 Postdoctoral Scholar – Paid Direct
3255 Postdoctoral Scholar – Non Exempt
3256 Postdoctoral Scholar – Interim
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/
Important Benefits Contacts

1-800-254-1758
Email psbp@garnett-powers.com

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

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 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).
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
## Wellness Workshops and Programs

- Health Screenings
- Health Improvement Programs
- Nutrition Workshops with Cooking Demos
- Breastfeeding Support Program
- Walking Group and other Active at Work workshops

## Environmental Initiatives

- Department of Health Certification
- Eat Well Berkeley
- Breathe Tobacco Free Berkeley by 2014
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>
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<tr>
<td></td>
<td>6/1/18</td>
</tr>
<tr>
<td></td>
<td>Annual</td>
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<tr>
<td>Level 0 (0 - 11 months)</td>
<td>49,188</td>
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<tr>
<td>Level 1 (12 - 23 months)</td>
<td>51,324</td>
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<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>
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</tbody>
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Comp Group B69
* Appointment to Postdoctoral Scholar, Experience Level 5, is by exception.
UAW 5810 Postdoctoral Scholar Unit (Postdoc) Contract

[Link to Contract]

Academic Personnel

[Link to Academic Personnel]

Visiting Scholar and Postdoc Affairs Program

[Link to Visiting Scholar and Postdoc Affairs Program]