

A blue-tinted photograph of the University of California, Berkeley campus. The Sather Tower (Sather Bell Tower) is the central focus, rising behind a large, classical-style building with many windows. In the foreground, there is a green lawn with several people walking. A tall, thin tree is on the left side. The sky is blue with some light clouds.

# VSPA Orientation

## University of California, Berkeley

# Welcome to UC Berkeley!



9 - 9:05 AM - Introduction to VSPA

9:05 - 9:40 AM - Campus Resources

9:40 - 9:50 AM - Visitor Responsibilities

10 - 10:30 AM - Postdocs Only

Postdoc UAW Union Presentation:

10:30 - 11 AM - Confidential (Postdocs & Union Only)

**\*\*Please post questions in chat.\*\***

# VSPA Contacts



**Cecilia Fura**

**As VSPA Senior Manager, Cecilia oversees the daily operations, supervises office staff, and coordinates special projects and initiatives.**



**Marci Burke**

**As VSPA Program Coordinator, Marci coordinates VSPA events and manages the appointment process for postdocs and visiting researchers.**

# Land Acknowledgement

We recognize that UC Berkeley sits on the territory of Huichin, the ancestral and unceded land of the Chochenyo Ohlone, the successors of the historic and sovereign Verona Band of Alameda County. This land was and continues to be of great importance to the Ohlone people. We recognize that every member of the Berkeley community has, and continues to benefit from the use and occupation of this land since the institution's founding in 1868. Consistent with our values of community and diversity, we have a responsibility to acknowledge and make visible the university's relationship to Native peoples. By offering this Land Acknowledgement, we affirm Indigenous sovereignty and will work to hold the University of California, Berkeley more accountable to the needs of American Indian and Indigenous peoples.

# UC Berkeley's Research Mission

- 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

*- Office of the Vice Chancellor for Research*

# VSPA's Mission, Vision, & Values

## VSPA Mission

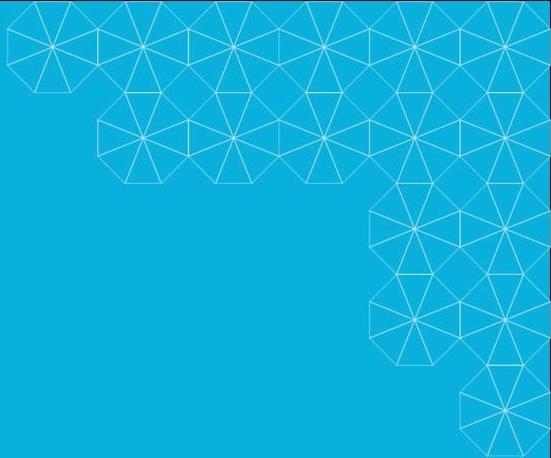
We co-create a diverse, vibrant, and inclusive research community by integrating and supporting postdocs and visiting researchers.

## VSPA Vision

We are the global leader in advancing the critical role of postdocs and visiting researchers by providing resources and support so they can innovate and change the world.

## Values:

- Service-oriented
- Inclusive
- Action-oriented
- Transparent and reliable
- Collaborative



# Navigating Key Campus Services & Resources

# Parking & Transportation

## Information on the Return to Campus:

[pt.berkeley.edu/return2cal](https://pt.berkeley.edu/return2cal)

**Postdocs Only (Employee) Permits: Daily permits now available:** [pt.berkeley.edu/employeeparking](https://pt.berkeley.edu/employeeparking)

## Bear Transit: Daytime and Nighttime Shuttles:

[pt.berkeley.edu/beartransit](https://pt.berkeley.edu/beartransit)

**Real-Time Transit Information:** Moovit, Berkeley App, Transit App, Clipper App

## Clipper Card now available on Mobile App!

**Postdocs Only (Employee Payroll Deduction; with payroll through UC Berkeley): \$10 subsidy on orders over \$30+**

[pt.berkeley.edu/payrolldeduction](https://pt.berkeley.edu/payrolldeduction)

## Clipper START Card (For those who qualify):

[Clipperstartcard.com](https://clipperstartcard.com)

## Night Safety: Shuttles & BearWalk

[Nightsafety.berkeley.edu](https://nightsafety.berkeley.edu)

**David Sorrell, Transportation Demand Management Administrator**

**Email: [D.Sorrell@berkeley.edu](mailto:D.Sorrell@berkeley.edu)**

# Recreational Sports Facility (RSF)

- Visiting Scholars/Post Docs are eligible for a Faculty/Staff membership
  - \$60/month with 4-month minimum commitment
  - \$670/year - valid 12 months from date of purchase.
  - Only Short Term membership is \$250 for 30 days with no commitment.
- **Membership and your Cal 1 Card are required to access the facility**
- Membership includes: RSF access, Lap Swim at Spieker Pool and Golden Bear Pool and Lap Swim/Rec Swim at Strawberry Canyon Pool
- Purchase online. Use Cal 1 Card to access our facilities.
- Free Day locker included when visiting facilities, bring own towel and lock.
- Membership not required for:
  - Kayak and Paddleboard Rental weekend reservations (no membership required.) \$20.00/2-hour rental.
    - Kayak rental can be for you and a guest.
  - Lap Swim at Golden Bear Pool (\$15.00/Swim)
  - Lap Swim/Rec Swim at Strawberry Canyon (\$15/adult, \$5/children)

Questions: Jeffrey Lambert - [jrlambert@berkeley.edu](mailto:jrlambert@berkeley.edu)



# Cal 1 Card - Photo I.D.

Cal 1 Card is your campus identification.

Visit the link below get your Cal 1 Card:

<https://cal1card.berkeley.edu/get-a-cal-1-card/>

Main website: <https://cal1card.berkeley.edu/>



**Jorge Martinez**  
**Operations Manager**

<https://cal1card.berkeley.edu/contact-us/>

# Career Engagement

## Resources:

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

<http://career.berkeley.edu>



# How to Access Career Engagement Services:

- Obtain your @berkeley.edu email address
- Report it to [vspa@berkeley.edu](mailto:vspa@berkeley.edu).
- Register for Handshake:  
<https://career.berkeley.edu/handshake>

## Handshake

Welcome to Handshake, the Career Center's powerful recruiting platform for UC Berkeley students and alumni. Handshake uses cutting edge technology to help you more easily connect with employers and source jobs, internships, event information, and On-Campus Recruiting (OCR) opportunities.



Employers can use Handshake as a recruitment tool, to identify qualified candidates for open positions and manage on-campus recruitment activities.

**Career Center Ph.D. Counselors:**  
**Andrew Green**  
**Debra Behrens**

# Ombuds Office

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

**Zackary Hull, Assistant Ombudsperson**

**HOURS:** Monday - Friday, 9AM - 5PM

**PHONE:** (510) 642-5754 (confidential voice mailbox)

**WEBSITE:** [sa.berkeley.edu/ombuds](http://sa.berkeley.edu/ombuds)



# Be Well At Work

- Employee Assistance
- Elder Care
- Ergonomics
- Wellness
- Work/Life
- Childcare Resources
- Breastfeeding Support Program



**Location:** Tang Center, 2222 Bancroft Way

**Website:** <https://uhs.berkeley.edu/bewellatwork>

# Library Services & Resources

- **Links from VSPA Library presentation:** <http://ucblib.link/vspalibrary>
- **Library home page:** <http://www.lib.berkeley.edu>
- **UC Library Search** - unified discovery and borrowing system for all 10 UC campuses
- **1400+ databases**
- **Research assistance via 24/7 chat**
- **Contact info for subject specialists**

Questions? Contact Corliss Lee: [clee@library.berkeley.edu](mailto:clee@library.berkeley.edu)

# Berkeley International Office

- 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: [jscholar@berkeley.edu](mailto:jscholar@berkeley.edu) or phone: 510-642-2818
- Virtual advising available via email and Zoom: [jscholar@berkeley.edu](mailto:jscholar@berkeley.edu)
- Arrival Guide: <https://internationaloffice.berkeley.edu/living/arrival-guide>

# Campus Food Pantry

**Location:** Inside of the Martin Luther King, Jr. Student Union in bNorth

You'll need your Cal ID, a bag, and to sign up on the virtual line before you arrive. If you have any questions or issues visit our check-in desk (pictured here) during open hours to find out more! You may visit once per week.

Visit the Basic Needs Center to find out more on how to access basic resources:

<https://basicneeds.berkeley.edu/pantry> for details.

Questions? Email: [foodpantry@berkeley.edu](mailto:foodpantry@berkeley.edu)



# VSPA Sponsored Programs



- Berkeley Postdoc Association (BPA)
- Berkeley Postdoc Entrepreneurs Program (BPEP)
- Postdoc Industry Exploration Program (PIEP)
- Humanities, Arts, and Social Sciences Association (HSSA)
- Postdoc Teaching Opportunities Program (PTOP)

# Berkeley Postdoctoral 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.



## Mission:

Provide education on various aspects of entrepreneurship through seminars and workshops, targeting PhDs and postdocs, while developing cross campus collaborations at UC Berkeley.

**Website:** <http://bpep.berkeley.edu>

**Contact Us:** [bpep-vsapa@berkeley.edu](mailto:bpep-vsapa@berkeley.edu)



# Berkeley

## Postdoctoral Association

At **BPA** we:

- Organize social events
- Run workshops and seminars
- Administer funds for professional training!
- Promote diversity, equity and inclusion
- Represent postdocs to the university



Visit [postdoc.berkeley.edu](https://postdoc.berkeley.edu) or follow us on Twitter [@BerkeleyBPA](https://twitter.com/BerkeleyBPA) for more!



# Berkeley

Postdoctoral Association



Spouses and kids are welcome to Happy Hours!



First Thursday  
(today!)  
6:00 - 7:30 pm

Second Wednesday  
6 pm

Third Thursday  
7 pm



HSSA serves the social, intellectual & professional needs of postdocs, visiting scholars, and visiting student researchers in the humanities, arts & social sciences

Programs & Events: Scholar's Forum (scholarly writing feedback), Writing Club (weekly writing support group), colloquia (presentation experience), social events, lectures, workshops, more

Applications for new volunteer Board Members accepted!

See website [hssa.berkeley.edu](http://hssa.berkeley.edu)

# bConnected: Email, Calendar, & Drive

Register for:

- Cal Messages:  
<https://calmessages.berkeley.edu/>.
- Campus emergency notifications:  
[warnme.berkeley.edu](http://warnme.berkeley.edu)
- Notify VSPA of your UCB email address: [vspa@berkeley.edu](mailto:vspa@berkeley.edu)



# Glacier Tax Compliance System

- All foreign non-employee individuals (Visiting Scholars and Visiting Student Researchers) receiving funds (Living Allowance) from UC Berkeley MUST have a GLACIER record.
- GLACIER collects tax related information from foreign individuals receiving funds from UC Berkeley
- 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
- GLACIER Training through UC Learning Center

**Visit:** <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](http://ipira.Berkeley.edu/researcher)
- <https://vcresearch.berkeley.edu/research-policies/intellectual-property>

Responsible Conduct of Researchers (RCR) Training:

- [rac.Berkeley.edu/rcr.html](http://rac.Berkeley.edu/rcr.html)
- University of California Ethical Values and Conduct Training: via the Learning Center at [blu.Berkeley.edu](http://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.
- <https://ethics.berkeley.edu/home>

# Required Training

## FOUNDATIONAL SKILLS

These trainings are required of all UC Berkeley employees, visiting scholars and visiting student researchers. Some are completed on a recurring basis and others are completed only once. The content of these courses supports our workplace community values and ensures legal compliance.

All training can be accessed through the [UC Learning Center](#) by searching for the course title or code. Check on your completion of any courses in the UC Learning Center by going to your Required Training, then checking that the “Assignment Status” is listed as “Acquired.”

<https://hr.berkeley.edu/grow/grow-your-skills/useful-learning-links/foundational-skills-required-training-0>

# VS/VSR Health Insurance Benefits

International Visiting Scholars (VS) and Visiting Student Researchers (VSR) must have health insurance either through Gallagher Benefit Services or waive/opt out if they have their own coverage from their home countries.

Contact: Candace Neesen at [@ajg.com](mailto:ajg@ajg.com)

Phone: 1-888-441-3719

Email: [UniversityServices.GBS.UCBVSBP@ajg.com](mailto:UniversityServices.GBS.UCBVSBP@ajg.com)

Benefit Plans & Rates: <https://clients.garnett-powers.com/vs/ucb/>

Visit our website for more information:

<https://vspa.berkeley.edu/visiting-researcher-health-insurance>

# Environmental Health & Safety

## 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

**Visit:** <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

Visit our Events Calendar for the latest offerings: <https://vspa.berkeley.edu/upcoming-events>

# UPCOMING EVENTS

Tomorrow! IN PERSON March 8: Let's Celebrate Women in Academia - 3-4 PM, Gladys and Wayne Plaza

Designing Your Life - March 14-28, 2-4 PM

Tuesday, March 12: Health Insurance 101- 12-1:30 PM

Thursday, March 14: Immigration - 12-1:30 PM

Tuesday, March 12: - BPA-LavCal Queer Coffee Hour, Free Speech Movement Cafe, Moffitt Library, 3-4 PM

Monthly Afternoon Tea with BSPPA: Fridays. See newsletter for details. OPEN TO SPOUSES and PARTNERS

# VSPA Institutional Memberships

VSPA is proud to provide free access to our exclusive institutional memberships for current postdocs, visiting scholars, and visiting student researchers during their time at UC Berkeley:

- New York Academy of Science: For over 200 years the NY Academy of Sciences has helped scientists, engineers, and innovators pursue successful careers.
- Nature Masterclass: Access all online courses such as scientific writing and publishing, taught by editors from the Nature Research journals.
- For postdocs: National Postdoc Association (NPA).

# Diversity, Equity, Inclusion, Belonging & Justice (DEIBJ)

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.

Sexual harassment, racial discrimination, and targeted hostility have no place in a well-regulated community, whatever its nature.

<https://diversity.berkeley.edu/>

<https://diversity.berkeley.edu/principles-community>

# Diversity, Equity, Inclusion, Belonging & Justice (DEIBJ)

## 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 background of the slide features a night view of the UC Berkeley Campanile tower on the left, with the city lights and hills visible in the distance. The entire scene is overlaid with a semi-transparent blue filter. In the top right corner, there is a decorative pattern of white geometric shapes, including triangles and hexagons, arranged in a grid-like fashion.

Visiting Scholars and Visiting  
Student Researchers: thank  
you for attending and  
welcome to UC Berkeley!

Postdocs only session is next.

# Postdoc Benefits At A Glance

NEW POSTDOC BENEFIT GUIDE: <https://c2mb.ajg.com/media/2iydgre/uc-oe-guide-2023.pdf>

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Accidental death and dismemberment
- Short term disability
- Long term disability (optional/initial enrollment only)
- Wellness benefits
- Retirement Plans (Postdoc Employees)
- Flexible Spending Account

# Postdoc Benefits Contacts

Insurance Broker: Gallagher Benefits Services

Email: [UniversityServices.GBS.psbp@ajg.com](mailto:UniversityServices.GBS.psbp@ajg.com)

Phone: 1-800-254-1758

## **NEW! INFORMATIONAL VIDEO:**

[https://www.youtube.com/watch?v=XTFlkZgV5Ws&ab\\_channel=GBSMissionViejo](https://www.youtube.com/watch?v=XTFlkZgV5Ws&ab_channel=GBSMissionViejo)

Main website: <http://clients.garnett-powers.com/pd/uc/>

UC Postdoc Scholar Benefit Plans and Rates:

[http://clients.garnett-powers.com/pd/uc/plans\\_benefits/](http://clients.garnett-powers.com/pd/uc/plans_benefits/)

Postdoc Enrollment Information

[http://clients.garnett-powers.com/pd/uc/pre\\_enrollment/](http://clients.garnett-powers.com/pd/uc/pre_enrollment/)

For enrollment questions, please contact UCPATH: 855-982-7284

## **Gallagher contact:**

Antonio Kontokanis: 800-254-1758

or [antonio\\_kontokanis@ajg.com](mailto:antonio_kontokanis@ajg.com)

## **UCB contact:**

Janet Suko: 510-219-9287

or [jsuko@berkeley.edu](mailto:jsuko@berkeley.edu)

# International Postdocs:

- Sign up for 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 UC Berkeley and health insurance carriers will be mailed to the local address on file

# Medical Insurance

What are the main differences between HMO and PPO?

Health Maintenance Organization (HMO)	Preferred Provider Organization (PPO)
<ul style="list-style-type: none"><li>- Lower out-of-pocket costs, premiums, and deductibles</li></ul>	<ul style="list-style-type: none"><li>- Higher premiums</li></ul>
<ul style="list-style-type: none"><li>- Great coverage for families</li></ul>	<ul style="list-style-type: none"><li>- Higher out-of-pocket costs</li></ul>
<ul style="list-style-type: none"><li>- See one main Primary Care Physician (PCP)</li></ul>	<ul style="list-style-type: none"><li>- Greater flexibility within network and some out of network coverage</li></ul>
<ul style="list-style-type: none"><li>- Referrals from PCP required for in-network specialists</li></ul>	<ul style="list-style-type: none"><li>- See any physician without a referral in-network</li></ul>

# Dental Insurance

What are the main differences between DHMO and DPOS?

Dental Health Maintenance Organization (DHMO)	Dental Point Of Service (DPOS)
<ul style="list-style-type: none"><li>- Lower premiums, out-of-pocket costs; must use Primary Care Dentist</li></ul>	<ul style="list-style-type: none"><li>- Higher premiums</li><li>- Higher out-of-pocket costs</li></ul>
<ul style="list-style-type: none"><li>- Not recommended due to lack of providers in the Bay Area accepting this plan</li></ul>	<ul style="list-style-type: none"><li>- There is also an Out-of-Network option. You will pay less for services if an In-Network provider is used.</li></ul>
<ul style="list-style-type: none"><li>- Referrals required for specialists, not as flexible for out-of-network dental care</li></ul>	<ul style="list-style-type: none"><li>- Greater flexibility &amp; larger network of dentists from which to choose</li></ul>

# Vision Insurance

HealthNet PPO (in network)  
With EyeMed via Health Net  
of California

- UCB School of Optometry



<https://c2mb.ajg.com/uc/home/vision-plan/>

# Flexible Spending Accounts

- What is a Health Care Flexible Spending Account (HCFSA)?
- What is a Dependent Care Flexible Spending Account (DCFSA)?
- Who is eligible for the postdoctoral scholar FSA plans?
- How do I enroll in the FSA?
- FAQs: <https://c2mb.ajg.com/uc/home/flexible-spending-account/>
- WEX is the administrator
  - [uc-fsa.com](https://uc-fsa.com)
  - 844-561-1338
  - WEX mobile app

# Disability Insurance

- All Postdoctoral Scholars are automatically enrolled in the Short Term Disability Insurance Program: <https://c2mb.ajg.com/uc/home/life-ad-d-and-disability/>
- The plan pays 70% of the first \$1,429 of weekly pre-disability earnings with a maximum weekly benefit of \$1,000 per week
- Waiting period is seven (7) days
- The disability insurance claim pack is located on the Gallagher website: <https://c2mb.ajg.com/uc/home/>
- Gallagher Benefit Services: 1-800-254-1758

# Retirement Benefits

## Postdoc Scholar Employees (Title Code 3252):

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. The mandatory contribution does not apply to postdocs who are not residents for tax purposes. Residency will apply when you are in the U.S. for two years, after which you contribute to the DCP.

- Have access to voluntary After-Tax DCP Account, Tax-Deferred 403(b) Plan and 457(b) Deferred Compensation Plan.
- For more information:  
<https://internationaloffice.berkeley.edu/taxes/tax-filing-statutes>

## Postdoc Scholar Fellows (3253) & Postdoc Scholars Paid Direct (3254)

Postdoc Scholar-Fellows and Postdoc Scholar-Paid Direct are not eligible to participate in UC retirement plans.

### Visit:

<https://vspa.berkeley.edu/postdoc-health-insurance-retirement-benefits>

To find your title code, check your earnings statement on UCPath, your offer letter, or email [vspa@berkeley.edu](mailto:vspa@berkeley.edu)

# Holidays (Days Off)

- Contract includes standard 13 paid University observed holidays where the campus is closed for regular business (day off)
- If required to work on a holiday, a postdoc may request another day off (best done via email for your records)
- See List of University-Paid Holidays - Academic Calendar:  
<http://guide.berkeley.edu/academic-calendar/>

# Personal Time Off (PTO)

Eligibility for pay during time off for Postdoc-Fellows and Postdoc-Paid 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 - so be sure to use them!

Record keeping for time off varies from unit to unit. Check with your department administrator for details.

# Personal Time Off (PTO)

## **POSTDOCTORAL SCHOLARS WITH APPOINTMENTS OF LESS THAN TWELVE MONTHS**

Appointees with a less than 12-month appointment are eligible for personal time off in proportion to the appointment period; for example, a Postdoctoral Scholar with a six-month appointment is eligible for up to twelve (12) days of personal time off.

## **POSTDOCTORAL SCHOLARS WITH APPOINTMENTS OF LESS THAN TWELVE MONTHS**

Appointees with a less than 12-month appointment are eligible for sick leave in proportion to the appointment period; for example, a Postdoctoral Scholar with a six-month appointment is eligible for up to six days of sick leave.

# Sick Leave

- Postdocs are eligible for 12 days of sick leave per 12-month appointment
- May elect to use accrued sick leave and Personal Time Off (PTO) for their own serious health condition and for other FML purposes
- All 12 days are available for use as of the appointment begin date
- Unused sick leave can be carried forward to other UC appointments (beyond postdoc), such as ladder-rank professor or researcher, at UCB or another UC campus

# CalTime

Postdocs use CalTime, Berkeley's automated timekeeping system, to record leave usage

<https://caltime.berkeley.edu/>

# Postdoctoral Paid Family Leave (PPFL)

- All new parents are eligible for 8 maximum weeks of Paid Family Leave of full pay at their appointment percentage, per calendar year, which can be used all at once or in increments any time within the first year after the birth or placement of a child (adoption).
- The University provides 12 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 Postdoc 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
- Further details may be found in the union contract

# New Childcare Reimbursement

- **Effective October 1, 2023**; expenses must be incurred after October 1, 2023 to be eligible for reimbursement
- Applicable to children who are 12 and under
- Starting at \$2500 per calendar year (January 1 - December 31)
- Increases \$100 per year in 2024, 2025, 2026 (up to \$2800 on October 1, 2026)
- Postdoc Fellows & Paid Directs:
  - If external grant/fellowship provides a childcare benefit of at least \$2500 (or applicable contractual amount), that satisfies the University's obligation
  - If the benefit is less than the contractual amount, the University will supplement up to the contractual amount
- Unused funds do not roll over
- Professional Travel Childcare Expense - same \$2500 allotment; not additional funding
- Used for: extra childcare while away on approved travel, on-site childcare on approved travel, transportation of child and/or caregiver if overnight, food/lodging, if needed, for child and/or caregiver if overnight, shipping of breastmilk home for child when PD is away on approved travel
- Can only be used for University-approved travel; get in writing; check with department on local procedures

# New Childcare Reimbursement (continued)

## Application Process:

Postdoctoral Scholars seeking to avail themselves of the benefit must complete the UBEN 255 Form which can be found at <https://hr.berkeley.edu/labor/forms-letters> under the Postdoctoral Scholar Unit (PX) drop-down menu under “Forms.” The PX Child Care Reimbursement Factsheet can also be found at <https://hr.berkeley.edu/labor/forms-letters> under the Postdoctoral Scholar Unit (PX) drop-down menu under “Forms.”

The completed UBEN 255 Form along with the supporting receipts/documentation can be submitted to UCB HR’s Service Hub system at <https://berkeley.service-now.com/HRServiceHub> for non-ERSO regions and for the ERSO region to ERSO HR at [ersohrops@erso.berkeley.edu](mailto:ersohrops@erso.berkeley.edu) for processing. The ERSO regions are as follows: College of Engineering, College of Environmental Design, Computing, Data Science & Society, Mathematical & Physical Sciences Division. A copy of the UBEN 255 Form should also be submitted to your hiring department personnel office.

## Deadlines:

October 1 - December 31: submit no later than January 31

January 1 - March 31: submit no later than April 30

April 1 - June 30: submit no later than July 31

July 1 - September 30: submit no later than October 31

# Dependent Care Flexible Spending Account Program (DepCare)

DepCare is a federal program which allows employees to place funds in a pre-tax account for the purposes of paying childcare costs as determined by Internal Revenue Service (IRS) regulations and documented in the University's plan documents.

Effective: January 1, 2023 (must enroll during PIE or Open Enrollment)

Eligibility: Postdoctoral Scholar-Employees (3252, 3255, 3256) with at least 50% time appointment. Find out your title code here.

Benefit: Eligible postdoc may contribute up to \$5,000 per calendar year.

Information:

<https://ucnet.universityofcalifornia.edu/compensation-and-benefits/other-benefits/flexible-spending-accounts/depcare-fsa.html>

# Bright Horizons Enhanced Family Supports

Family Care & School Support When You Need to Work

When you have to work, you need support for your family, especially right now. Whether it's reliable child care or extra academic support, rely on ***Bright Horizons Enhanced Family Supports™***.

**Primary Child Care Solutions:** Jump ahead on Bright Horizons® center waitlists, access discounts on summer day camp at Steve & Kate's Camp, receive waived membership fees (\$150 value) for Sittercity's database of sitters, get a discount on College Nannies, a high-touch nanny placement service, and access before- and after-school programs from Right at School.

**Sittercity:** <https://www.sittercity.com/bh-benefits/ucpostdocs>

**Academic Support & Tutoring:** Get exclusive discounts on tutoring from high-quality education partners, including Sylvan Learning, Varsity Tutors, and Revolution Prep.

**Enrichment Programs:** Access fun, creative, and educational options for your child, including Brooklyn Robot Foundry, Code Ninjas, and MarcoPolo — all with cost-saving discounts.

**Additional benefits include resources to help find elder care, pet care, housekeeping, and more.**

**Find support now. Visit <https://clients.brighthorizons.com/universityofcalifornia>**

# Postdoc Appointments and Job Title Codes

Types of Appointments: <https://vspa.berkeley.edu/postdoc>

Title Codes: 3252, 3253, 3254, 3255, 3256, LBL/DOE CWR 002, CWR 017

Length of Appointment - PD Employee (Title code 3252):

All initial appointments must be for a minimum of one (1) year. First reappointments (after the initial appointment) 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 no more than 5 years or 6 with exception.

Length of Appointment PD Fellow (3253) and Paid Direct (3254): Appointments are for the duration of funding.

**To find your title code, login to UCPath and view your Earnings Statement**

Tax information: <https://vspa.berkeley.edu/taxes>

# Supervisor

Per the Union contract, your faculty sponsor is your “Supervisor.”  
Responsibilities of your supervisor include:

- Appointment decisions
- Performance management / assessment
  - Must conduct written annual reviews per contract; meet regularly w/supervisor to avoid surprises on evaluation
- 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)

- Progress assessments and IDPs are distinct from one another
- Identifies goals of the postdoc and expectations of the supervisor
- Provides communication link between postdoc and supervisor
- Safeguards against unexpected reviews
- IDPs may be required by a grant, fellowship, or program

**My IDP STEM Careers:** <https://myidp.sciencecareers.org/>

**Imagine PhD:** a career exploration and planning tool for the humanities and social sciences  
<https://www.imaginephd.com/>

**Visit VSPA Website on IDPs:** <https://vspa.berkeley.edu/idp>

# Compensation Minimum Levels

- Compensation level is no longer based on the NIH National Research Service Award (NRSA) salary scale
- Compensation level is commensurate with experience level.
- Postdocs can be paid more than the minimum level
- Starting in 2023, individual experience levels will go up on April 1 and October 1, depending on initial UC appointment date

For more information: <https://vspa.berkeley.edu/postdoc-compensation>

**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**  
**SALARY SCALE**

<u>Experience Level</u>	<u>4/1/2023</u>	<u>4/1/2023</u>	<u>10/1/2023</u>	<u>10/1/2023</u>	<u>Salary Plan, Grade</u>
	<u>Annual</u>	<u>Monthly</u>	<u>Annual</u>	<u>Monthly</u>	
Level 0 (0 - 11 months)	\$60,000	\$5,000.00	\$64,480	\$5,373.33	T023, Grade L0
Level 1 (12 - 23 months)	\$62,220	\$5,185.00	\$66,868	\$5,572.33	T023, Grade L1
Level 2 (24 - 35 months)	\$64,522	\$5,376.83	\$69,342	\$5,778.50	T023, Grade L2
Level 3 (36 - 47 months)	\$66,909	\$5,575.75	\$71,908	\$5,992.33	T023, Grade L3
Level 4 (48 - 59 months)	\$69,385	\$5,782.08	\$74,569	\$6,214.08	T023, Grade L4
Level 5 (60 - 71 months)	\$71,952	\$5,996.00	\$77,327	\$6,443.92	T023, Grade L5

NOTES:

- 1) Salary Plan, Grade is for use in UCPath only.
- 2) For employees in any of the above-referenced titles who are exclusively represented, the application of the Salary Scale is subject to the requirements of the Higher Education Employer-Employee Relations Act (HEERA). As such, for employees covered by a Memorandum of Understanding (MOU), the Salary Scale applies to the extent provided for in the MOU.
- 3) Rates listed above are minimum rates paid for Experience Level.
- 4) Appointment to Postdoctoral Scholar, Experience Level 5, is by exception.

**TABLE 23N  
Postdoctoral Scholar - Employee (Non-Exempt)**

**POSTDOCTORAL SCHOLAR EXPERIENCE-BASED HOURLY-RATE  
MINIMUM  
FISCAL YEAR  
SALARY SCALE**

<u>Experience Level</u>	<u>4/2/2023 Hourly</u>	<u>10/1/2023 Hourly</u>	<u>Salary Plan, Grade</u>
Level 0 (0 - 11 months)	\$28.74	\$30.89	T23N, Grade L0
Level 1 (12 - 23 months)	\$29.80	\$32.03	T23N, Grade L1
Level 2 (24 - 35 months)	\$30.91	\$33.21	T23N, Grade L2
Level 3 (36 - 47 months)	\$32.05	\$34.44	T23N, Grade L3
Level 4 (48 - 59 months)	\$33.24	\$35.72	T23N, Grade L4
Level 5 (60 - 71 months)	\$34.46	\$37.04	T23N, Grade L5

**NOTES:**

- 1) Salary Plan, Grade is for use in UCPath only.
- 2) For employees in any of the above-referenced titles who are exclusively represented, the application of the Salary Scale is subject to the requirements of the Higher Education Employer-Employee Relations Act (HEERA). As such, for employees covered by a Memorandum of Understanding (MOU), the Salary Scale applies to the extent provided for in the MOU.
- 3) Rates listed above are minimum hourly rate paid for Experience Level.
- 4) Appointment to Postdoctoral Scholar, Experience Level 5, is by exception.

# Resources

## **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](http://vspa.berkeley.edu)

## **New Employee Checklists:**

<https://regionalservices.berkeley.edu/brs-central-services/onboarding-newly-hired-berkeley-employees/starting-new-job-uc-berkeley>