AGENDA

- Campus Contacts and Web Resources
- Overview
- Policies
- Salary
- Benefits
- Appointment Process
- Additional Considerations
Campus Contacts

Academic Personnel

Billy Ko – Postdoctoral Scholar Employment Coordinator, billy.ko@ucsb.edu, x4441

For UCPath questions - email: AP-PATH@ucsb.edu
  • Position Number Requests

Labor Relations

Carly Bobek – Employee & Labor Relations Specialist, carly.Bobek@hr.ucsb.edu, x7302
Campus Contacts

Office of International Students & Scholars

Kayleen McDonald - Employment-based Visas
longtermvisa@sa.ucsb.edu, x2929

Mavel Marina and Sarah Cortes – J-1 Scholar Advisors,
j1scholar@sa.ucsb.edu, x2211

Business and Financial Services

Lan Nguyen – Manager
lan.nguyen@bfs.ucsb.edu, x3259

Shannon Jackson – Payroll Supervisor
shannon.jackson@bfs.ucsb.edu, x3085

Veronika Reidel – Verifications of Employment
veronika.reidel@bfs.ucsb.edu, x2552
Web Resources

**Academic Personnel**
- Academic Personnel Manual (APM 390) - UC-wide academic personnel policies and procedures
- Red Binder (III-17) – Campus policies and procedures
- Benefits Information
- Forms: Appointments, Annual Evaluation, UAW Membership Election
- Notice of Appointment Letter

**Graduate Division**
- Career and Professional Development
- Campus Events/ Workshops
- Mentoring

**Human Resources - Labor Relations**
- UC Postdoc MOU
- Grievances and Layoffs - Contact AP First

**Business & Financial Services**
- Accounting for Extramural Funds
- I-9 Compliance
- Glacier for Nonresident Aliens
- Imputed Income for Fellows and Paid-Directs

**Office of Research – Sponsored Projects**
- Research Proposals
- Award Administration

**Office of International Students & Scholars**
- Visas/ Work Authorization
- Campus Events

**Gallagher Benefits Services**
- Insurance Plans and Rates
- Documents Library
- COBRA continuing coverage
Overview

A full-time training program of advanced academic preparation and research training under the mentorship of a faculty member

- Postdoctoral work provides essential training in many disciplines for individuals pursuing academic careers and may include opportunities to enhance teaching and other professional skills

- Temporary appointments with fixed end dates

- Requires a Ph.D. (or equivalent) at the time of appointment

Approval Authority - ALL ACTIONS require approval from the Associate Vice Chancellor for Academic Personnel
A Postdoc or Not?

**Is a Postdoc**
- A program of mentorship and training with supervision
- Ph.D. - **completed by start of appointment**
- Five years or less since Ph.D.
- Initial appointment of at least one year
- Appointment is 100% time*

*See Exception to Policy

**Not A Postdoc**
- Support position on research team
- Has **not** completed Ph.D. by start of appointment
- Has completed 5 years of postdoc service
- Independent researcher
- Short-term visitor
- Appointment is part-time

Postdoctoral Scholar Classification flowchart:
AP Website /Resources for Department Analysts/Postdoctoral Scholar Appointments/Scholar Positions Chart
Postdocs are Unionized

- UAW* represents all postdocs on collective bargaining issues pertaining to wages, hours, and terms & conditions of employment regardless of “membership” status.

- University has sole discretion to appoint, reappoint or not reappoint and to determine the duration of such appointments.

- Postdocs may choose to accept or decline membership
  - Membership status includes voting rights and eligibility to run for leadership positions
  - Membership requires monthly dues to UAW
  - No fees for non-active members
  - Membership Election Form (MEF) must be provided at the time of initial hire

*The International Union, United Automobile, Aerospace and Agricultural Implement Workers of America
# Titles and Job Codes

<table>
<thead>
<tr>
<th>Title</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYEE Full-time</td>
<td>3252</td>
<td>Full-time, exempt status. Receives a full salary from UCSB via payroll (UCPath).</td>
</tr>
<tr>
<td>FELLOW</td>
<td>3253</td>
<td>A postdoc is awarded a fellowship/traineeship award to be administered through a University account. Can be paid as salary or stipend, depending on terms of the award. Contact BFS-Extramural Funds for assistance.</td>
</tr>
<tr>
<td>PAID-DIRECT</td>
<td>3254</td>
<td>A postdoc is awarded a fellowship/traineeship that is paid directly to the postdoc by the extramural granting agency. No salary paid via UCPath.</td>
</tr>
<tr>
<td>EMPLOYEE Non-Exempt</td>
<td>3255</td>
<td>Appointment less than full-time and salary falls below the FLSA salary level test. Paid for hours reported. On Bi-weekly pay schedule and eligible for overtime.</td>
</tr>
<tr>
<td>INTERIM</td>
<td>3256</td>
<td>For recent UCSB Ph.D. graduates -only requiring a short-term appointment to complete an existing project started during their graduate program. Total duration is for less than one year.</td>
</tr>
</tbody>
</table>
POLICIES

**Duration**
- Initial appointment for one year minimum*
- First reappointment as Employee (3252) for two years
- Subsequent reappointments for one year
- Fellows and Paid-Directs shall be appointed based on the duration of the award
- Total duration of postdoc appointment at UC may not exceed five years (Includes prior postdoc service at other institutions)
- FINAL 6th year may be granted by exception

* Except for Interim (3256)

**Time & Effort**
- Engage full-time in scholarly pursuits (100% FTE)
- Exempt status
- Less than full-time may be granted by exception:
  - Becomes Non-Exempt (3255) if pro-rated salary per week falls below the FLSA salary standard
  - Bi-weekly pay schedule at hourly rate
  - Requires Time Card Reporting in Kronos
  - Eligible for comp time if approved to work more than 40 hours/week
# Standard Hiring Cycle

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Duration</th>
<th>Experience (In Months)</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial – 1 Year</td>
<td>November 18, 2021 – November 17, 2021</td>
<td>0</td>
<td>At Exp. Lv. 0</td>
</tr>
<tr>
<td>2 Year Reappointment</td>
<td>November 18, 2022 – November 17, 2024</td>
<td>12</td>
<td>Exp. Lv. 1</td>
</tr>
<tr>
<td></td>
<td><strong>Anniversary Date Salary Increase on:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>November 18, 2023</td>
<td>24</td>
<td>Exp. Lv. 2</td>
</tr>
<tr>
<td>Reappointment for 1 Year</td>
<td>November 18, 2024 – November 17, 2025</td>
<td>36</td>
<td>Exp. Lv. 3</td>
</tr>
<tr>
<td>Final 5th Year</td>
<td>November 18, 2025 – November 17, 2026</td>
<td>48</td>
<td>Exp. Lv. 4</td>
</tr>
</tbody>
</table>
Recent UCSB Graduate Student (Ph.D. conferred) needs additional time to complete their doctoral research project:

- Appoint using title code Interim (3256)
- A minimum of three months – for postdoc benefits eligibility

What if the postdoc stay beyond 3 months?

a) Reappoint as 3256 if appointment(s) totals one year or less OR

b) Appoint as Employee (3252) for one year minimum. Postdoc retains the anniversary date set by the initial date of hire and receives a salary increase after 9 months
## Exceptions

Exception to policy are used to reduced effort and not to reduce pay

<table>
<thead>
<tr>
<th>First Reappointment As Employee (3252) For Less than Two Years and Subsequent Reappointments For Less Than One Year</th>
<th>Beyond Five Years</th>
<th>Less Than Full-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>➤ Less than two years of funding</td>
<td>➤ Under unusual circumstances such as but not limited to:</td>
<td>➤ Personal health reasons</td>
</tr>
<tr>
<td>➤ Less than two years of programmatic work</td>
<td>➤ More than five years since Ph.D. was conferred</td>
<td>➤ Family responsibilities</td>
</tr>
<tr>
<td>➤ Work authorization limitations</td>
<td>➤ Additional time necessary to complete project</td>
<td>➤ Employment external to the University</td>
</tr>
<tr>
<td>➤ Approaching the five year limit</td>
<td>➤ Late change in field of study/research focus</td>
<td>➤ Concurrent employment in another University position. Combined appointments must equal 100% time.</td>
</tr>
<tr>
<td>➤ Change in PI/Supervisor – first reappt. as 3252 only</td>
<td>➤ Not to exceed a sixth year</td>
<td></td>
</tr>
</tbody>
</table>

**SPECIAL APPOINTMENT PROVISIONS**

Postdoc may request for a bridge appointment for a short duration to carry over to another appointment or training grant or another position outside the University.
Occasional Teaching

In addition to pursuing advanced preparation in research, Postdoctoral Scholars may be approved to engage in other activities to enhance teaching and other professional skills.

a) If formal teaching duties are assigned, a Postdoctoral Scholar must hold both a postdoc and an appropriate teaching title;

b) Under this circumstance, the postdoc appointment will be reduced accordingly. Combined appts. must total 100% FTE.

Postdoc must apply for teaching position via open recruitment, unless:

a) Teaching is a requirement per the terms of the extramural award;

b) Occasional teaching activity is directly related to/part of the individual’s research, which may qualify for a search exemption (NOT search waiver) – contact AP to discuss
Salary

Based on the NIH-NRSA National rates – subject to change

- Paid **at or above** their experience level minimum
  - Based on the collective months of prior postdoc employment
  - Includes prior time with other institutions, foreign and domestic
- Mandatory salary increase on the postdoc’s anniversary date
  - Normally occurs every 12 months from the original start date
  - Increases to the next experience level minimum or 2% minimum, whichever is high
  - **Postdocs transferring from another UC (without break in service) keeps their original anniversary date**
- Mid-appointment salary increases does not negate the mandatory anniversary date salary increase
# Salary Scale

(Last Updated 2/1/21)

<table>
<thead>
<tr>
<th>Experience Level (prior months of postdoc service)</th>
<th>Table 23 Annual Minimum</th>
<th>Table 23N Hourly Minimum (For NEX -3255)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lv. 0 (0 -11)</td>
<td>$54,540</td>
<td>$26.13</td>
</tr>
<tr>
<td>Lv. 1 (12 -23)</td>
<td>$56,712</td>
<td>$27.17</td>
</tr>
<tr>
<td>Lv. 2 (24 -35)</td>
<td>$58,608</td>
<td>$28.07</td>
</tr>
<tr>
<td>Lv. 3 (36 -47)</td>
<td>$60,780</td>
<td>$29.11</td>
</tr>
<tr>
<td>Lv. 4 (48 -59)</td>
<td>$63,036</td>
<td>$30.19</td>
</tr>
<tr>
<td>Lv. 5 (60 -71)</td>
<td>$65,292</td>
<td>$31.28</td>
</tr>
</tbody>
</table>
Salary Requirements for Fellows and Paid-Directs

- Exchange rate is calculated at the time of the initial appointment and reappointment request
  - Only factoring the cost of living/stipend amount
  - Not including benefits, project costs, travel, family, and incidental expenses

PI/Supervisor must provide supplemental funding if the extramural award falls below the established salary minimum

- May require approval from the Extramural Funding Agency to supplement fellowship
- Always ask for the award letter and complete guidelines

NOTE: **DO NOT HIRE** if the extramural award falls short of the salary minimum and the PI/Supervisor is unable to provide additional financial support
POSTDOC TRANSFERS

Brand Decision – eff. 5/3/2019

- Arbitrator ruled in favor of UAW’s argument that UC is a single employer; postdocs who move to a new campus are continuing UC employees.

- Postdoc who is hired at their initial salary rate shall retain their initial anniversary date and will receive a mandatory increase every 12 months from their initial date of hire at UC. Includes change from/to Fellow and Paid-Direct.

- Applies only to postdocs transfers between UC campuses or academic departments with no break in service

- Change in Anniversary Date may occur if the new proposed salary is higher than the current rate at the time of appointment AND at the initial anniversary date
As a condition of appointment, Postdocs must have adequate health insurance coverage for the duration of their appointment. 

- All postdoc titles are eligible for Postdoctoral Scholars Benefit Plan (PSBP).
  - Plan costs shared between the PI/Supervisor and the Postdoc – Appendix A
  - Dept. is assessed CBR %*, Postdocs accessed monthly fee
- Postdocs enroll directly in UCPath via the Employee Self-Service
  - Contact UCPath for questions regarding PSBP enrollment and billing
  - Contact Gallagher Benefits Services for plans and service
- University is not responsible to pay contribution if Postdoc chooses to opts out of the University plan
  - Except in the case of Paid-Directs. Benefits are paid the campus CBR pool. Postdoc Paid-Direct will still be billed their monthly premium by UCPath.
PTO and Sick Leave

<table>
<thead>
<tr>
<th>24 days of <strong>Personal Time Off</strong></th>
<th>12 days of <strong>Sick leave</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unused PTO does not carry over to subsequent reappointment.</td>
<td>Can be carried over to subsequent UC appointment, including non-postdoc title</td>
</tr>
<tr>
<td>“Use it or lose it”</td>
<td></td>
</tr>
</tbody>
</table>

- PTO and Sick Leave days are provided up front at the of appointment
- Pro-rated for less than 12 months (2 PTO & 1 Sick Leave per month)
- Tracked in UCPath by hours instead of days (8hrs = 1day)
- Must be taken in 1-day increments. **A “day” means a workday.** Includes postdocs on a reduced schedule (less than full-time). Must be absent for the entire “work day.”
- Accruals issued based off of the Next Anniversary Date field in UCPath
Leaves

- Postdocs are entitled to leaves of absence that may be with or without pay and for medical and/or non-medical purposes:

  **Family medical leave (FML):**
  - Personal Health
  - Family Care
  - Parental Leave
  - Pregnancy Disability Leave
  - Qualifying Exigency Leave

  **Personal Leave of Absence**
  - Personal Health
  - Family Care
  - Baby Bonding

- Approved leaves shall not continue beyond the appt. end date
- 4 workweeks of paid parental benefit per birth/placement
- Subject to the approval of the University (Dept. and AP Approval)
- Leave requests submitted via the APFolio Leave Processing Module
- Leave of Absence Section on AP Website
Appointment Process

Dept./PI has preliminary conversations with the postdoc candidate

OR - Dept. performs an open search via UC Recruit and identifies a proposed candidate for hire

Dept. submits appointment request to Academic Personnel w/ Academic Hiring Exception Request Form approved by EVC – if paid by State funds (includes Faculty Start-up)

AVC for Academic Personnel reviews and approves appointment request. Dept. is notified by email.

AP creates /modifies Position Number and issues to the Hiring Dept.

Dept. funds the position and initiates Hire Template transaction in UCPath

Dept. issues the offer letter to the proposed candidate. A signed copy is sent to Academic Personnel.

Dept. is notified by email.

Postdoc is granted UC Path Access and completes New Hire Paperwork.

Arrives to UCSB to start employment.

Completes Step 2 of I-9 Process in-Person with BFS.

Dept. concludes recruitment in UC Recruit once candidate is hired and entered into UCPath

Notify Academic Personnel of any changes post-appointment approval prior to UCPath-related actions
Appointment Letter

- UC and UAW agree to the sample letter in Appendix G of MOU and to include:
  - Appendix A – Health and Welfare Postdoctoral Scholar benefits Plan
  - Appendix B – Notice of Imputed Income/Tax Implications for Fellows/Paid-Directs


- Letter should be issued to the postdoc immediately prior to the start of appointment/reappointment. DO NOT wait until the postdoc arrives to campus/new hire submitted in UCPath to issue the letter.

- DO NOT CREATE OWN DEPT. LETTER

Informal communications between UC faculty and prospective postdoc do not constitute a formal appointment offer.
# Reappointments and Modifications

## APPT. PROCESS

<table>
<thead>
<tr>
<th>Reappointment</th>
<th>Modification</th>
</tr>
</thead>
<tbody>
<tr>
<td>▶ Renewal of existing appointment</td>
<td>Changes to appointment <strong>during the current approval period</strong>, such as:</td>
</tr>
<tr>
<td>▶ Include annual evaluation (every 12 months)</td>
<td>▶ Hiring Department</td>
</tr>
<tr>
<td>▶ Fellows and Paid-Directs – include updated award letter</td>
<td>▶ Percent time (FTE)</td>
</tr>
<tr>
<td>▶ Specify exception reason and provide brief explanation</td>
<td>▶ Job duties</td>
</tr>
<tr>
<td>▶ Notice of Appointment Letter issued 30 days prior to reappointment</td>
<td>▶ Work location</td>
</tr>
</tbody>
</table>

- **Modifications requires:**
  - Written request by the postdoc to PI/Supervisor asking for a temporary reduce appt.
  - Copy of the employment offer letter – for concurrent employment
Reviews & Mentoring

- Progress Assessments
  - Evaluation of the Postdocs progress and accomplishment in research & professional development

- Annual Review/Evaluation
  - Completed after every 12 months
  - Included with reappointment request, if applicable
  - Two year reappointments mean that the PI should closely monitor employee performance during the first year “pseudo probation”

- Individual Development Plan (Optional)
  - Includes Postdoc’s general individual research goals, professional development and career objectives, developed by Postdoc and discussed with PI
  - Allows for multiple mentors
  - Supervisor shall pay for professional development activities approved in the IDP
Resignation and Terminations

- Resignation prior to the approved appointment end date requires written notice by the Postdoc and the PI/Supervisor’s approval.

- Terminations in UCPath:
  a) Voluntary Termination for resignation of employment
  b) Involuntary Termination for:
     - Layoffs – due to insufficient funding for the continuation of appointment
     - Visa/Work Permit Expiration
     - End of Appointment – as scheduled

- Department submits all terminations in UCPath prior to payroll deadline to avoid overpayment.
Additional Considerations

→ When an employee changes From/To Postdoctoral Scholar:
  - Confirm Union Code is correct – moving from/to another represented position
  - Postdoc manually signs up for PSBP during 31-day PIE

→ Manage:
  - Anniversary Date Salary Increases (see Job Data tab)
  - Job End Dates:
    • Terminate prior to payroll deadline
    • Check End Job Automatically box, when applicable

→ AB-119 – Physical Work Location

→ Reports to Position #:  
  Name of PI/Supervisor:  
  Reports To Position #:  
  Location:  
  Eff. 11/1/21, cubicle/office field submitted via Smart HR Templates.
END

- Questions/Comments?
- Postdoc Contract Implementation – soon?