



University of California
San Francisco

Graduate Division

Box 0523
1675 Owens Street, CC310
San Francisco, CA 94143
www.ucsf.edu

Elizabeth Watkins, PhD

Dean
Graduate Division
Vice Chancellor
Student Academic Affairs
Professor
History of Health Sciences

UCSF Supplemental Compensation Guidelines for Postdoctoral Scholars

Objective:

The Graduate Division/[Office for Postdoctoral Scholars](#) and [HR Shared Services for Postdoctoral Scholars](#) have established local compensation guidelines. They are designed to help identify and clarify appropriate and equitable methods for providing supplemental compensation beyond the mandatory [collective bargaining agreement](#) for compensation between the University of California and the United Auto Workers, 5810.

Titles covered under these local compensation guidelines are:

- Postdoctoral Scholar — Employee (Title Code 3252)
- Postdoctoral Scholar — Fellow (Title Code 3253)
- Postdoctoral Scholar — Paid Direct (Title Code 3254)
- Interim Postdoctoral Scholar – Employee (Title Code 3256)

Please note that departments/PIs should consider salary equity amongst Postdoctoral Scholars within the unit before providing supplemental compensation.

I. Base Pay Increases. An increase to a Postdoctoral Scholar's base pay may be applied for the following reasons:

1. Merit
 - e.g., Research outcomes exceeded expectations, which resulted in extension of grant/fellowship funding
2. Equity
3. Increase in the scope and responsibilities due to unexpected changes in the research project
4. Retention
5. Living wage adjustments / geographical

II. Supplemental Pay Increases - Timing

1. **At the time of hire/initial appointment or upon reappointment:**



- Departments/PIs may provide a salary supplement to the Postdoctoral Scholar. If there are questions regarding the exact payment mechanism for the salary supplement, please consult with the assigned Postdoc HR Generalist.
2. **If a department/PI wishes to provide a salary supplement to a Postdoctoral Scholar's salary mid-appointment, they may do so using one of the following mechanisms:**
- Increase base pay
 - Add temporary supplemental pay

III. Temporary Supplemental Pay Increases – Reasons

1. Temporarily taking on additional tasks that further enhance the postdoc's training above and beyond the scope of normal assigned responsibilities
 - Additional responsibilities can take place within own lab, at an alternative UCSF lab, may include professional duties within UCSF, guest teaching within UCSF, and/or other.
2. Surplus of Fellowship or Grant funds
 - e.g., Department under-budgeted and award/fellowship stipulates all funds due the Postdoctoral Scholar must be paid out.
3. Fellowship Award supplemental pay.
 - In some instances, fellowship awards provide supplemental pay. The award notice must clearly define the type of supplemental pay to be disbursed during the appointment year.
4. Supplemental Pay for the:
 - Successful submission and award of grant or fellowship
 - Recipient of competition award, for which a formal set of criteria is established to determine award recipient (e.g. Postdoc Slam)
 - Poster submission or acceptance

Please consult with your [Postdoc HR Generalist](#) in advance of submitting your additional compensation requests. **Review and approval of additional compensation requests are required before Postdoctoral Scholars are notified that an increase has taken effect.**

- [Collective bargaining agreement](http://ucnet.universityofcalifornia.edu/labor/bargaining-units/px/contract.html) between UC and the UAW representing Postdoctoral Scholars
- [Article 4 - Compensation: http://ucnet.universityofcalifornia.edu/labor/bargaining-units/px/docs/PX_2016-2020_04_COMPENSATION.pdf](http://ucnet.universityofcalifornia.edu/labor/bargaining-units/px/docs/PX_2016-2020_04_COMPENSATION.pdf)



Liz Watkins, PhD
 Dean, Graduate Division
 Vice Chancellor, Student Academic Affairs
 Professor, History of Health Sciences

April 26, 2019

Date