



POSTDOC/TRAINEE HR SHARED SERVICES UCSF HUMAN RESOURCE

Laurel Heights Campus

3333 California Street, San Francisco, CA 94118



HR Postdoc/Trainee Shared Services

Human Resources

- Esther Carter, Director
- Kristen Vogt, Lead Postdoc HR Generalist
- Aurora Breganza, Postdoc HR Generalist
- Willie Mok, Postdoc HR Generalist
- Chrystyne (Chryss) Rayrao, Postdoc HR Generalist
- Susana (Susy) Velasco, Postdoc HR Generalist
- Paty Vu, Postdoc HR Generalist
- Eric Fethe, Postdoc HR Generalist



Our Office is responsible for:

- Specializing in the Postdoc population
- Terms of employment
 - ▣ Policy interpretation/guidance/implementation
 - ▣ Regulations/compliance
- Serving as a resource on HR questions guiding Postdoc population
- Coordinating and facilitating appointments/reappointments
- Coordinating the hiring/separation process
- Compensation/Benefits
- Leaves
- Coordinating visa sponsorship process between department/scholars/ISSO
- Strategic business partners with departments/Campus



In partnership with:

Office for Postdoctoral Scholars (OPS) within the Graduate Dean's Office

- Educational focus
- Orientation of Postdocs (IDP/Mentorship)
- Career Development
- Advising Services for Individual Postdocs

Human Resources Labor and Employee Relations (LER)

- Respond to union/Postdoc issues (grievances, performance issues, etc.)
- Guide campus supervisors/PI's with performance management issues
- Represent UCSF in Labor Contract negotiations

UCSF International Students and Scholar's Office (ISSO)

- Providing the highest quality of service in areas that support the social, cultural, and immigration needs of the UCSF international community.

University of California Office of the President (UCOP – System-wide)

- University governance and administration



Important Details

- Postdoctoral Scholars within the UC system are represented by the UAW - United Auto Workers Local 5810 Union for Postdocs
- Currently you all fall in one of the following five title codes:
 - ▣ 3252 Postdoc Employee
 - ▣ 3253 Postdoc Fellow
 - ▣ 3254 Postdoc Paid Direct
 - ▣ 3255 Part-time Postdoc (not currently in use)
 - ▣ 3256 Interim Postdoc

Postdoc-Employee, Title Code 3252

You are appointed in this title when:

- General Funds, Opportunity Funds (Contracts/Grants) or other University discretionary funds are used to support the position
- The agency funding the salary requires or permits the appointee to be an employee of the University
- Your salary is paid through the University payroll system

Postdoc-Fellow, Title Code 3253

You are appointed in this title when:

- You receive a stipend from a fellowship or training grant offered by an extramural agency.
- The money is granted to the University which allows the stipend to be paid through a University account via the University's payroll system.

Postdoc-Paid Direct, Title Code 3254



An appointment is made in this title when:

- You are paid directly from an extramural agency (Home Institution) rather than through the University.
- The funding is paid directly to the scholar and does not flow through the university.

Part-Time Postdoc, Title Code 3255

You are appointed in this title when:

- Based on the percentage of the appointment, the prorated weekly salary does not meet the FLSA salary level test.
 - ▣ The standard salary level is now \$913/week (\$47,476/year)
- This title is not currently in use as the FLSA has not officially changed yet.

Interim Postdoc, Title Code 3256

An appointment is made in this title when:

- A UC graduate student, who recently obtained their PhD degree or equivalent, needs a short-term appointment to complete an existing project from their graduate educational programs before moving on to other employment.



Postdoctoral Scholars Benefits Plan (PBSP)

Offered to all Postdoctoral Scholars and dependents:

- Medical
- Dental
- Vision
- Short-term disability insurance
- Accidental Death or Dismemberment
- Long-term disability (at an additional cost)

If you are appointed as a Postdoc Fellow or Postdoc Paid Direct, these benefits are considered to be “Imputed Income”.



Contributions and Taxes

For Postdoc Paid Directs **only**

- Union dues/fees are paid directly to the UAW because there is no funding paid through the University's payroll system.
- Health and welfare contributions are paid directly to Garnett Powers, your benefits plan administrator.

Retirement Plan Participation

Retirement benefits for postdocs vary depending on the title code.

- Postdocs are not eligible for participation in the University of California Retirement Plan (UCRP); however, Postdoc-Employees *do* contribute to the University of California Defined Contribution Plan (DCP) as “Safe Harbor” participants.
- Postdoc-Fellows and Paid Directs without a concurrent Postdoc-Employee appointments are not eligible for participation in any of the University’s retirement plans.

Postdoc-Employees Only

- You are automatically enrolled in the Safe Harbor DCP (Defined Contribution Plan).
- You have the option to enroll in a 403b and/or 457b voluntary retirement savings plan.

Defined Contribution Plan (DCP)

- UC employees who are not otherwise covered by a retirement system contribute to the DC Plan as Safe Harbor participants in lieu of paying Social Security taxes.
- Participants automatically contribute, on a pre-tax basis, 7.5% of their wages.
- Contributions are automatically invested in the UC Pathway Fund.
 - ▣ Participants also have the option of direct contributions to any of the other funds or investments offered.



Current Postdoc Contract- 10/17/2016 - 9/30/2020

- A new salary scale effective 12/01/2016 that matches the National Institute of Health (NIH) Experience Scale but begins at step 2 of the NIH Scale, providing a wage increase of 10+% for entry-level postdocs.
- Annual increases which include salary range adjustments tied to the NIH scale as well as step increases.
- 24 days of PTO and 12 days of Sick Leave along with 13 UC Holidays.
- Comprehensive Benefits for Postdocs and dependents, to include Medical, Dental, & Vision at a much lower cost than UC Faculty or Staff plans.
- Family friendly support - Four weeks of Paid Parental Leave
- Additional appointment security for Postdocs who are appointed beyond one year
- Improved protections for postdocs who have complaints about sexual harassment.



Table 23
Postdoctoral Scholar - Employee
Postdoctoral Scholar - Fellow
Postdoctoral Scholar - Paid Direct
Interim Postdoctoral Scholar - Employee

Postdoctoral Scholar Experienced-Based Salary/Stipend Minimum
Fiscal Year

**Appointment Step for
 Postdoctoral Scholar
 Experience Level**

Minimum Rates Paid for Experience Level

	2/1/16		12/1/16	
	<u>Annual</u>	<u>Monthly</u>	<u>Annual</u>	<u>Monthly</u>
Level 0 (0 - 11 months)	43,692	3,641.00	48,216	4,018.00
Level 1 (12 - 23 months)	45,444	3,787.00	50,316	4,193.00
Level 2 (24 - 35 months)	47,268	3,939.00	52,140	4,345.00
Level 3 (36 - 47 months)	49,152	4,096.00	54,228	4,519.00
Level 4 (48 - 59 months)	51,120	4,260.00	56,400	4,700.00
Level 5 (60 - 71 months)*	53,160	4,430.00	58,560	4,880.00

* Appointment to Postdoctoral Scholar, Experience Level 5, is by exception.



Postdoc Benefits Orientations

Postdoc Benefits Orientations will be held twice a month in an effort to accommodate all incoming Postdocs within their 31 day Period of Initial Eligibility (PIE) in which the Postdocs are required to enroll into, or opt out of, benefits coverage.

- Upcoming Dates: August 7th, August 21st
 - ▣ Check the Benefits site for the full list of dates
- Time: 10:15am-11:30am
- Location: Mission Center Building, 1855 Folsom Street, Ste. 126, San Francisco, CA 94103

It is strongly recommended that all new Postdoctoral Scholar attend this session.



UCSF HR Knowledge Bank

- Postdoc Scholar Appointment
- Visa Application
- Pay/Compensation
- Reappointment/Renewal
- Leaves of absence
- Benefits

Questions?

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Thank you!