Postdoc Orientation
December 3, 2014

Christine Des Jarlais, EdD
Assistant Dean for Postdocs & Career Development

postdocs.ucsf.edu
Agenda

2:00 – 2:30  Welcome and Speed Networking
2:30 – 3:00  Introduction to UCSF policies, benefits and services for postdocs
3:00 – 3:15  Refreshments
3:15 - 4:00  Planning for Success After UCSF
4:00 – 4:30  Presentations from campus services
  • Office of the Ombuds
  • CTSI/Profiles
  • Library
  • OCPD
4:30 – 5:00  UAW presentation
Oversight of Postdocs

• Graduate Dean & VCSAA, Dr. Elizabeth Watkins
• The Postdoc Office (PDO)
• Academic Senate Graduate Council
• United Auto Workers & the Collective Bargaining Agreement
The Postdoc Office (PDO)

Located at Mission Bay, Rutter Community Center, Room 310
Graduate Division office suite

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Jeannine Cuevas, Communications Director
Jeannine.Cuevas@ucsf.edu

Erik Rotman, Analyst
Erik.rotman@ucsf.edu

http://postdocs.ucsf.edu
Union Representation

• All postdocs in UC system are represented by United Auto Workers Local 5810

• Union contract and FAQs: http://graduate.ucsf.edu/postdoctoral/union

• Condition of employment, all postdocs must pay either membership dues or fair share fees to UAW each month

• Dues = 1.44% of gross pay (revised 12/5/14)

• Fees = 1.05% of gross pay (revised 12/5/14)
Some Statistics About YOU

• There are about 1,100 postdocs at UCSF
  – 6,500 in the UC system
• 50% women (for the first time!)
• 53% international (73% J1, 17% H1B, 10% other)
• 82% between ages 30-39
• 82% in School of Medicine
• 51% at Mission Bay, 34% at Parnassus, rest at SFGH, Mt Zion, Laurel Heights and other locations
Postdoc Appointments

- First appointment MUST be at least one year
- Generally appointed in one-year increments
- Maximum is 5 years
  - 6th year exception by approval only
- Full-time, i.e. 40 hours per week
- PD, not PI, may request reduced % appointment, e.g. health, family responsibilities, or other employment with approval of PI and Assistant Dean
Postdoc Title Codes

- Postdocs at all UC campuses have one or more of three title codes
  - 3252 Postdoc Employee (72%)
  - 3253 Postdoc Fellow (19%)
  - 3254 Postdoc Paid-Direct (9%)
- Title code determined by how you are paid
- Differ in how taxes and union dues/fees are paid and retirement benefits
Postdoc Employees, TC 3252

- Paid through University payroll system from a source held by PI or UCSF, e.g. PI’s grant
- Income taxes are withheld
- Union dues/fees deducted from pay automatically
- *Do not* pay Social Security tax, but *do* pay into the Defined Contribution Plan (DCP) at a rate of 7.5% of salary
Postdoc Fellows, TC 3253

- Paid stipend, (not salary), through fellowship or training grant
- Paid through University payroll system
- Taxes not withheld, but pay IS subject to income tax
- **Must** pay taxes quarterly directly to IRS
- Talk to IRS or tax specialist about how to pay your taxes
- Union dues or fees can be deducted from stipend (with postdoc’s authorization)
Postdoc Paid-Directs, TC 3254

- Paid directly by organizations outside UCSF (foreign government, private foundation, etc)
- Money doesn’t flow through UCSF, so neither taxes nor Union dues/fees can be deducted from salary
  - Exception: some 3254 PDs also have 3252 “pay line,” from which Union dues/fees and certain health care premiums may be deducted
- Dues/fees must be paid to union directly
- Talk to tax specialist about your tax situation
- If you are in the U.S. on a visa, consult with International Students and Scholars Office for information about tax treaties with your country: isso.ucsf.edu
Compensation

• All new postdocs must be offered salary at least the current NIH minimum for their experience level. Fiscal Year 2014 is:
  • $42,000 with less than 12 mo experience
• Your salary must be raised to next level on NIH scale on your one-year reappointment date
• BUT, If your salary is higher than scale, you must get at least 2% increase on your reappointment date
• Contract allows PIs to pay more than minimum
### NIH/NRSA Scale:


<table>
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<th>Years of Experience</th>
<th>2/1/12 - 2/28/14</th>
<th>3/1/14</th>
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<td>$39,264</td>
<td>$42,000</td>
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<tr>
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<td>$41,364</td>
<td>$43,680</td>
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<td>$46,092</td>
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<tr>
<td>4</td>
<td>$47,820</td>
<td>$49,128</td>
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<tr>
<td>5, with approval</td>
<td>$49,884</td>
<td>$51,096</td>
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Supplements

- PI may pay supplement above base
- Supplements given or taken at PI’s discretion
- Supplements not included in calculating annual raises
- If you don’t know how your compensation has been set up in payroll system, ask HR person for your department
  - [http://ucsfhr.ucsf.edu/index.php/directory/orgdirectory](http://ucsfhr.ucsf.edu/index.php/directory/orgdirectory)
Postdoc Scholar Benefits Plan (PSBP)

• Medical (HMO or PPO options)
• Dental
• Vision
• Short-term disability
• Accidental Death or Dismemberment
• Long-term disability (for additional fee)
• The PSBP is administered by Garnett-Powers and Associates

http://www.garnett-powers.com/postdoc/ucsf/
Cost of Benefits

- Your PI must cover cost of benefits for you & your eligible family members minus your required contribution
- In 2015, postdocs pay 2% of monthly HMO health care premiums for themselves and 3% if they are covering family members
- PPO contribution is $20 for self and $40 or $60 for additional family members
# 2015 Postdoc Monthly Contribution

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<tr>
<th></th>
<th>HMO</th>
<th>PPO</th>
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<tr>
<td>Postdoc only</td>
<td>$10.16</td>
<td>$20</td>
</tr>
<tr>
<td>Postdoc + child(ren)</td>
<td>$17.79</td>
<td>$40</td>
</tr>
<tr>
<td>Postdoc + partner</td>
<td>$36.59</td>
<td>$40</td>
</tr>
<tr>
<td>Postdoc + partner + child(ren)</td>
<td>$46.49</td>
<td>$60</td>
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</table>
Postdoc Scholar Benefits Plan (PSBP)

Questions:

- Sharon Mendonca  
  sharon.mendonca@ucsf.edu
- Tel: 476-6529
- Fax: 476-2328
- Human Resources, Box 0918
- Laurel Heights, Room 330
Taxes

- PD Employee – taxes withheld from paycheck

- PD Fellow - you must pay estimated quarterly taxes, because no deductions are taken from your stipend. For more info: http://www.irs.gov/irspup/Businesses/Small-Businesses-&-Self-Employed/Estimated-Taxes
Taxes

• PD Paid Direct – since your salary is not flowing through UCSF, you must estimated quarterly taxes and/or follow the rules of your country’s tax treaty.

• If you are international, go to: http://isso.ucsf.edu/taxes
Taxes - Imputed Income

• Postdoc Fellows (3253) & Postdoc Paid Directs (3254)
  – the cost of benefits is considered “imputed income”
  – MUST pay taxes on imputed income

• BUT, if you have a supplement in 3252 covering at least 50% of your total pay, then benefits are NOT imputed income, so taxes paid on stipend only
Retirement

• Only Postdoc Employees (3252) pay into Defined Contribution Plan (DCP)
  – Money contributed to DCP is YOURS and may be taken or rolled over into another type of retirement plan when you leave UCSF. For more information:
    – Fidelity Retirement Services online at netbenefits.fidelity.com or call the toll-free number: 1-866-682-7787
• Postdoc Fellows and Postdoc Paid-Directs have no retirement benefits through UCSF
Time Off and Holidays

• Postdocs get 24 work days of paid “Personal Time Off” (PTO) per appt year
• 24 days given up front
• PTO is “use it or lose it”
• Make arrangements with PI to take PTO at time not disruptive to research
• Postdocs entitled to take all 13 University holidays
• If you must work on a holiday, you are entitled to take a different day off
Leaves

• Postdocs get 12 paid sick days each appointment year
• Like PTO, sick days are given up front
• Unlike PTO, sick leave does carry over
• Postdocs are also eligible for
  – Maternity/parental leave
  – Medical leave
  – Jury duty leave
  – Bereavement leave
  – Military leave
• See Garnett-Powers website for more information about maternity and disability leave

www.garnett-powers.com/postdoc/ucsf/life.htm
Funding

• Some PIs require you to find your own funding for future years
• Funding opportunities listed on PDO website
• Postdoc funding proposals must be approved by Research Management Services (RMS).
• RMS can help as you prepare the proposal, especially budget and sponsor’s guidelines. Find help at: http://osr.ucsf.edu/
• Limited Submission Opportunities from Office of Sponsored Research
Career Development

• Postdocs are encouraged to use Office of Career & Professional Development (OCPD)
  – Workshops and seminars
  – Job fairs
  – One-on-one counseling
  – Library of career-related books and other resources
  – career.ucsf.edu
Individual Development Plan (IDP)

All Postdocs are strongly encouraged to create an IDP to:

- Clarify research goals
- Define career objectives
- Help you have better communication with PI & avoid miscommunication

Do it early!
IDP

Per Union contract, you are not required to make an IDP, but if you do elect to make one, your PI is **required** to go over it with you and provide advice.

- Different versions of IDP are available on PDO website and through OCPD
- Easier to work on IDP in a small group with others

- [http://myidp.sciencecareers.org/](http://myidp.sciencecareers.org/)
MIND Program

Motivating Informed Decisions

http://mind.ucsf.edu/

• For 1st and 2nd year postdocs
• Phase 1: Catalytic Course
• Phase 2: Career Exploration with Peer Teams
• Tool: MINDbank – crowd-sourced career information
Getting the Mentoring You Need

UCSF postdoc website has links to:

• UCSF guidelines for mentoring postdocs

• AAMC Compact Between Postdoctoral Appointees and Their Mentors

• The Gladstone Institute’s Postdoctoral Fellows Program Mentoring Guide

http://postdocs.ucsf.edu/being-mentored
Annual Reviews/Progress Assessments

• Shortly after you start, PI required to tell you what s/he expects from you.
• You may request expectations in writing (but you do draft).
• PI must give you one written annual review per 12-month period.
• PI should also speak with you regularly about your progress.
• See Article 9 of the union contract, “Individual Development Plans and Progress Assessments.”
Resources for Research

• Research Resources: http://rrp.ucsf.edu/

• Clinical and Translational Science Institute ctsi.ucsf.edu

• Consultation Services: http://accelerate.ucsf.edu/consult

• Core Services & Facilities: http://ctsi.ucsf.edu/our-work/core-services-facilities
Resources for Research

• Profiles: http://profiles.ucsf.edu/

• Research software licensing available through the UCSF Library at http://www.library.ucsf.edu/services/researchsoftware

• Academic Books: UCSF Online Bookstore at bookstore.mbsdirect.net/ucsf.htm
UCSF Profiles

• Profiles is a research networking tool that people use to learn about experts, peers, collaborators, and mentors at UCSF.
• UCSF Profiles contains over 6,400 people, including faculty, clinical fellows, and postdocs.
• Postdoc profile pages are auto-created and pre-populated with some information, for example your publications from PubMed. You would be wise to fill out the details.
• Your UCSF Profile page is being seen by your peers and the public. Verify and update the information in it!
• Learn more at profiles.ucsf.edu
• Questions? Contact CTSI at profiles@ucsf.edu
ORCID -
Connecting Research & Researchers

- http://orcid.org/

- ORCID provides a unique digital identifier that distinguishes you from every other researcher and supports automated linkages between you and your professional activities to ensure that your work is recognized.

- ORCID is a non-profit

- Researchers use service for no cost – takes 30 seconds to register
Research Integrity

• Most US federal funding agencies (e.g. NIH, NSF) require supported postdocs to complete training in the Responsible Conduct of Research. Talk to your PI about how to fulfill such requirements.

• Postdocs should not undertake investigations of suspected research misconduct on their own, but DO report incidents to the Research Integrity Officer, Brian Alldredge, Vice Provost, Academic Affairs at alldredgeb@pharmacy.ucsf.edu or 415/476-7700

• Visit Office of Ethics & Compliance website for more information at compliance.ucsf.edu
Responsible Conduct of Research

• 2015 RCR course for postdocs from Jan 27 – Mar 12
  – Will take place at Parnassus & MB
  – Tues or Thur from 12 -1:30
  – 7 sessions

• Postdocs supported by F32, T32, K12, or K99 (and other) grants required to take RCR

• http://postdocs.ucsf.edu/rcr
Campus Resources

• Campus Life Services
  • Shuttles, Housing, Childcare, Entertainment Discounts, Fitness Centers

• My Family web portal

• LGBT Resource Center and list serve [https://lgbt.ucsf.edu/](https://lgbt.ucsf.edu/) and [LGBT@LISTSRV.UCSF.EDU](mailto:LGBT@LISTSRV.UCSF.EDU)

• Communications and IT: [http://help.ucsf.edu/](http://help.ucsf.edu/)

• Campus calendars

• Links to all the above on the PD website at: [http://postdocs.ucsf.edu](http://postdocs.ucsf.edu)
Something not going right in the lab?

If you are having trouble resolving an issue with a mentor or colleague or feel you are being treated unfairly, you can seek help from:

• Your department chair
• Postdoc Office (PDO)
• Office of the Ombuds
• Office of Career & Professional Development (OCPD) (can help with difficult conversations)
• Union
• There is also a prescribed grievance process (See CBA Article 6)
Layoffs

• A postdoc can only be laid off when there is lack of funding for his/her position
• Union is notified
• You must get 30-days notice
• You can request documentation that funding is inadequate to support position
• PI should try to help you find another postdoc position at UCSF or elsewhere
Discipline and Dismissal

• The University may discipline or dismiss a Postdoc for *Just Cause* - procedures must be followed

• Letter of Warning: specific actions & timeline

• If you are suspected of serious misconduct, you could be placed on investigatory leave with pay

• See article 5 “Discipline and Dismissal” in the Union contract for full details
Combating Stress: Support and Self-Care Resources

As a postdoc you are probably dealing with a number of major life changes as well as significant demands on your time, but there are resources to help.

• Fitness and Recreation Services offer many stress-fighting activities including exercise and massage

• The Osher Center for Integrative Medicine offers programs such as meditation, yoga, tai chi, and more

• The Faculty and Staff Assistance Program offers free, confidential short-term counseling and referrals

• Download the “Postdoc Guide to Caring for Yourself and Your Colleagues” at: http://postdocs.ucsf.edu/resources
Back hurt? Wrist hurt? Head hurt?

- It could be a bad chair, or maybe you need an ergonomic mouse or pipette.

- Postdocs are strongly encouraged to take advantage of the Ergonomics Program

http://www.ehs.ucsf.edu/ergonomics-program-0
Environmental Health and Safety

- Depending your field, you may be required to take some training in safety procedures.
- An EH&S specialist is assigned to work with each department on campus and provides information, training, technical expertise, and interpretation of regulatory requirements.
- Visit the website of the Office of Research Environmental Health and Safety for details
  http://www.ehs.ucsf.edu/
Groups to Join

• PSA - Postdoctoral Scholars Association at UCSF
• NPA - National Postdoctoral Association – free affiliate membership
• GDAA - Graduate Division Alumni Association
• RCOs - Registered campus organizations (some focus on social/cultural groups and issues)
• MaD (Mommy & Daddy) Scientists
• International PDs may be particularly interested in Registered International Groups:
  – http://isso.ucsf.edu/resources/campus-organizations
Pastries with the PDO

- Assistant Dean meets with groups of 6-8 postdocs at the major campuses

- MB, Parnassus, SFGH, Mt Zion, China Basin, Laurel Heights

- Open forum to talk about what’s on your mind

- Will be re-instated in 2015
Questions?

Email questions to:

christine.desjarlais@ucsf.edu

erik.rotman@ucsf.edu