



University of California  
San Francisco

#### Graduate Division

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## 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:**



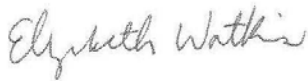
- Departments/PIs may provide a salary supplement to the Postdoctoral Scholar. If there are questions regarding the exact payment mechanism for the salary supplement, please consult with the assigned Postdoc HR Generalist.
2. **If a department/PI wishes to provide a salary supplement to a Postdoctoral 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)




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Date