Orientation Overview

• About Your Postdoctoral Scholar Appointment
• Joining the UCLA Community
• Campus Support Networks
• Professional Development
• Postdoc Union: UAW Local 5810
Postdoctoral Scholar Appointments and Services

• Postdoctoral Scholar Appointments and Services (PSAS) in the Graduate Division welcomes you to the UCLA community! We hope that your experience here will be stimulating and rewarding.

• PSAS is responsible for the authorization and administration of all Postdoctoral Scholars appointments at UCLA, policy development and compliance, advisement, training and education.
Welcome to Postdoctoral Scholar Appointments & Services at UCLA! Every year, UCLA hosts approximately 1,400 postdoctoral scholars (postdocs) from across the world. Engaged in advanced training and research, UCLA’s postdocs make significant contributions to the university’s educational and research missions.
Postdoctoral Scholar UC-UAW Contract

- Ratified October 17, 2016 between UC and UAW.
- 4-year contract for title/job codes 3252, 3253, 3254, 3255, and 3256.
  - Title/job codes indicate the source of your funding.
  - The primary difference between title codes would be the tax implications.
- [http://ucnet.universityofcalifornia.edu/labor/bar gaining-units/px/contract.html](http://ucnet.universityofcalifornia.edu/labor/bar gaining-units/px/contract.html)
# Postdoctoral Scholar Experience-Based Salary/Stipend Minimum

<table>
<thead>
<tr>
<th>Experience Level</th>
<th>Annual</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 0 (0-11 months)</td>
<td>$50,760</td>
<td>$4,230</td>
</tr>
<tr>
<td>Level 1 (12-23 months)</td>
<td>$52,896</td>
<td>$4,408</td>
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<tr>
<td>Level 2 (24-35 months)</td>
<td>$54,756</td>
<td>$4,563</td>
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<tr>
<td>Level 3 (36-47 months)</td>
<td>$56,880</td>
<td>$4,740</td>
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<tr>
<td>Level 4 (48-59 months)</td>
<td>$59,100</td>
<td>$4,925</td>
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<tr>
<td>Level 5 (60-71 months)*</td>
<td>$61,308</td>
<td>$5,109</td>
</tr>
<tr>
<td>*By exception only</td>
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</tbody>
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*12/1/18 Postdoctoral Scholar Experience-Based Salary/Stipend Minimum*
Postdoctoral Scholar Health Benefits

• University of California Postdoctoral Scholar Benefits Plan (PSBP) is a comprehensive package of benefits designed to closely match the benefits offered through the UC Faculty/Staff plan.

• Coverage includes:
  • Medical
  • Dental
  • Vision
  • Life, AD&D and Short-Term Disability Insurance
  • Voluntary Long-Term Disability Insurance
Garnett-Powers & Associates (GPA)

- Garnett-Powers & Associates is a broker for health insurance.
- They are the intermediaries between you and your health insurance provider (HealthNet).
- Any questions or concerns you may have regarding your health insurance can be directed to Garnett-Powers:
  - http://clients.garnett-powers.com/pd/uc
  - Toll-Free Customer Service: 1-800-254-1758
  - E-mail: PSBP@garnett-powers.com
Departmental Coverage of Health Benefits

- Postdoctoral Scholars in all title codes must have health benefits coverage while employed at UCLA.
- Postdoctoral Scholars who choose to enroll in the HMO or PPO medical, dental, and vision plans will have their insurance premiums covered in full by the sponsoring department.
  - Excludes the costs of the postdoctoral scholars’ required monthly premium contributions.
  - Includes coverage for the postdoctoral scholar and any eligible family members.
Postdoctoral Scholar Leaves (PTO, Sick)

- **Personal Time Off (PTO) – 24 days***
  - PTO must be requested and approved in advance.
  - Supervisor cannot unreasonably deny PTO.
    - Work considerations, especially directly related to research, prevail.
    - UC may not unreasonably deny a religious holiday request.
  - PTO not used within the 12-month period is not carried over.

- **Sick Leave – 12 days***
  - Unused sick leave is carried forward to subsequent eligible UC appointments.

*for full-time (100%), 12-month appointments*
Postdoctoral Scholar Leaves (Other)

• **Family Medical Leave (including parental, pregnancy disability leaves) and Military Leave**
  - Per UC-UAW contract.
  - **Paid Parental Leave (new to 2016 contract)**
    - Paid Parental Leave must be initiated and concluded within one (1) year of the birth or placement of the child.
    - University’s paid parental benefit is up to four (4) workweeks of paid leave.

• **Holidays**
  - University observes 13 administrative holidays, as published in the University calendar: [http://registrar.ucla.edu/Calendars/Annual-Academic-Calender](http://registrar.ucla.edu/Calendars/Annual-Academic-Calender)

• **Jury Duty**
  - Eligible for a paid jury duty leave.
Retirement Benefits (3252, 3255, 3256)

- Postdoctoral Scholar-Employees must contribute 7.5% of gross salary to the University of California Defined Contribution Plan (DCP), in lieu of Social Security taxes.
  - Non-resident aliens for tax purposes who are in the U.S. on an F-1 or J-1 visa are exempt from contributing to DCP.
- Postdoctoral Scholars-Employees may additionally participate in:
  - 401(A) DCP After-Tax Account,
  - Tax-Deferred 403(b) Plan, and
  - 457(b) Deferred Compensation Plan.
- For more information about these plans, visit the myUCretirement website or call Fidelity Retirement Services at (866) 682-7787.
Retirement Benefits (3253, 3254)

- Postdoctoral Scholar-Fellows and Paid Directs are ineligible for the UC-sponsored retirement plans unless Postdoctoral Scholar-Employee appointments are held concurrently to supplement fellowship funding.

- Fellowship funding is considered an award rather than compensation, and thus cannot be used towards contributions to these plans.
Questions about Postdoctoral Policy?

- Contact Postdoctoral Scholar Appointments and Services, Graduate Division
  - postdoc@grad.ucla.edu
Joining the UCLA Community
Housing

• UCLA University Housing
  • Postdoctoral Scholars are eligible to reside in University Apartments, but are not guaranteed a space. You are eligible to reside in University Apartments only after demand from graduate and professional students has been met.

• To apply for University Housing, you will need to complete the online application and pay a non-refundable application fee.
  • Must be a current UCLA Postdoctoral Scholar with a University ID (UID).
  • Provide Housing Services with a copy of the Postdoctoral Scholar Appointments and Services Notice of Appointment on UCLA letterhead.

• https://housing.ucla.edu
Child Care Resources

• UCLA Early Childhood Education
  • [https://ece.ucla.edu](https://ece.ucla.edu)
  • Operates three accredited (NAEYC) child care centers
    • Care for infants (2 months) to kindergarten
    • Developmental curriculum (learning through exploration) and science-based curriculum to foster critical thinking

• UCLA Students with Dependents Program
  • [https://www.swd.ucla.edu/](https://www.swd.ucla.edu/)
  • Provides support, opportunities for advocacy and campus/community resources for parenting members of the UCLA community.
    • [https://ucla.app.box.com/v/community-resource-list](https://ucla.app.box.com/v/community-resource-list)
    • List of UCLA area child care & pre-school programs
Wellness Resources

• Mindful Awareness Research Center (MARC): [http://marc.ucla.edu/free-drop-in-meditation](http://marc.ucla.edu/free-drop-in-meditation)

• UCLA RISE Program: Mindfulness Brown Bag Lunch Series
  • See spring 2019 flyer

• UCLA Recreation:
  • FitZones: [https://www.recreation.ucla.edu/Portals/41/Documents/FitZone_Winter_2019.pdf](https://www.recreation.ucla.edu/Portals/41/Documents/FitZone_Winter_2019.pdf)
  • Bruin Health Improvement Program (BHIP & Bruin Mindfit)
    • Subscribe to mailing list for announcements: [http://recreation.ucla.edu/fitwell](http://recreation.ucla.edu/fitwell)
    • [https://www.recreation.ucla.edu/fitwell#459201108-bruin-mindfit](https://www.recreation.ucla.edu/fitwell#459201108-bruin-mindfit)

• UCLA Healthy Campus Initiative: [http://healthy.ucla.edu](http://healthy.ucla.edu)
Staff Resources

As a postdoctoral scholar, you are also a member of UCLA staff! You are entitled to many resources as a UCLA staff member including:

• Faculty Center: https://facultycenter.ucla.edu
• BruinCard Services: https://secure.bruincard.ucla.edu
• Central Ticket Office: https://tickets.ucla.edu
• International Scholar Resources
  • Dashew Center: http://internationalcenter.ucla.edu
Graduate Student and Postdoctoral Scholar Case Manager

• Armando Flores, ASW
  • E-mail: aflores@grad.ucla.edu
  • Phone: 310-206-1158

• Meets with postdoctoral scholars and graduate students who are experiencing challenges affecting their scholarly progress.

• Provides information and referrals to help you get assistance or find resolution for your concerns.
Case Manager Support

• Conflicts with mentors
• Mental health concerns
• Difficulty adjusting to a new environment
• Intellectual property concerns
• Consultation regarding other personal/departmental concerns
Distressed and Distressing Individuals: A Brief Guide to Campus Response Resources

• As a caring campus community, we share a responsibility for each other’s health and safety by reporting concerns to the appropriate campus resources.

• Postdoctoral Scholars are often in a position of having daily interactions with students, staff, and faculty that may bring about cause for concern when distressing behavior is observed or reported.

• Our overall goal is to avoid a pattern of siloed communication. We must improve our ability to coordinate responding to individuals in distress despite the limits of confidentiality.
Supporting Individuals of Concern

• When in doubt, reach out!

• Don’t ignore strange or inappropriate behavior -- respond to it.

• Be direct & matter of fact about what you’ve observed.

• Listen, refer, document, report.

• Know your limits. Keep in mind what your role is in working with others. Trained professionals are available to help.

• Consult with BIT or a CRT Case Manager for tips on making a referral.

• UCLA Red Folder- “Assisting Students in Distress”

• Bruins Safe App
Referral for Students in Crisis

Email: CRTeam@ucla.edu

Phone: 310-825-7291

Website: http://studentincrisis.ucla.edu
Referrals for Staff and Faculty

• **UCLA Behavioral Intervention Team** (310) 794-0422
  • Consultation and referral resource for staff and faculty of concern.
  • [https://chr.ucla.edu/behavioral-intervention-team](https://chr.ucla.edu/behavioral-intervention-team)

• **UCLA Staff and Faculty Counseling Center** (310) 794-0245
  • Free confidential counseling for employees.
  • [https://chr.ucla.edu/employee-counseling](https://chr.ucla.edu/employee-counseling)

• Consult with your department HR representative or Graduate Division Case Manager for additional referral information.
Reporting Concerns About Discrimination

• Gender/Pregnancy Based Discrimination
  • UCLA Title IX Office - 310-206-3417
  • https://sexualharassment.ucla.edu

• Disability Based Discrimination
  • ADA/504 Compliance Office - 310-794-4146
  • http://ada.ucla.edu

• Discrimination on the basis of ethnicity, nationality, sexual orientation, etc.
  • Discrimination Prevention Office - 310-794-1232
  • https://equity.ucla.edu/about-us/our-teams/discrimination-prevention/

• Campus Human Resources, Staff Diversity and AA/EEO Compliance Office
  • 310-794-0691
  • https://chr.ucla.edu/staff-diversity/it-is
  • Email: StaffDiversity@chr.ucla.edu
Additional Campus Resources

- Academic Personnel Office: https://apo.ucla.edu
- Campus Assault Resources and Education Program (CARE): https://www.careprogram.ucla.edu/
- Equity, Diversity, and Inclusion Office: https://equity.ucla.edu
- LGBT Campus Resource Center: http://lgbt.ucla.edu
- Office of Ombuds Services: http://ombuds.ucla.edu
• Our goals are to:
  • Enhance UCLA postdocs’ sense of community on campus
  • Foster communication between postdocs, faculty, and the administration
  • Contribute a postdoctoral perspective to campus issues
  • Facilitate opportunities for postdoc social engagement and community building

• As a postdoc at UCLA, you’re automatically a member of the Postdoctoral Association (PDA) at UCLA
All postdocs are invited to attend our events
  - Various social and networking events throughout the year
  - Monthly community forums where you can give us your input
  - The PDA is a postdoc-run board and we welcome suggestions from postdocs
Some recent events...

Temescal Peak Hike with USC + CalTech PDAs
Some recent events...

Ski Trip at Mountain High with USC + CalTech PDAs
Some recent events...

Karaoke Happy Hour.... Almost....
Some recent events...

Monthly Coffee Hour with Faculty
Upcoming Events

• Tacos and Movie Night (TODAY at 3-4 PM)
• Monthly Happy Hour
• Monthly Coffee Hour with Faculty
• See more on our website or on our public Google Calendar!
Making a Professional Development Plan for UCLA Postdocs

Lynn Talton, Ph.D.
Director, Office of Postdoctoral Affairs for the Biomedical & Life Sciences
What are my core professional development needs?

- Career Path Preparation
- Communication Skills
- Self-Assessment & Development
- Project Management, Leadership and Collaboration
- Teaching and Mentorship
- Scholarly Expertise and Integrity

UCLA Professional Development Core Competencies
Step 1: Identify Your Core Needs

For each skill, identify whether you:

- **HAVE** a solid proficiency in this skill already
- **EXPECT** to learn this skill from your mentor or program
- **NEED** more training or practice in this skill
Step 2: Identify Your Specific Needs

Consider your professional goals

1. During your postdoc training
2. In pursuing a future career path

For each goal, list the skills or training you need and note whether you:

- **EXPECT** to learn from your mentor or program
- **NEED** more training or practice in this skill
Step 3: Create your Timeline/Development Plan

• Organize by Topic and Early, Middle, or Late Stage, depending on the length of your timeline
• Use Ongoing category for activities that will occur throughout
Step 4: Professional Development Networking Plan

Mentor/Network

Who do you want at your table?
Mentor/Network

Example 1:
Someone working toward a career in industry
Mentor/Network

Example 2:
Someone working toward a research and teaching faculty position

You

Faculty Mentor

Co-Author from another institution

Former Colleagues in Faculty Positions

UCLA Alumni at Univ of Interest

Teaching Program Coordinator

CIRTL or EPIC Network Friend

Faculty Member with Editorial Experience

Grant Officer

Social Media Expert

Colleagues you know from conferences

You
Step 4: Professional Development Networking Plan

Mentor/Network

Who do you want at your table?

Place the people you plan to add to your network in the appropriate spots on your timeline.
Step 5: Note UCLA Resources for Your Timeline Plan

- UCLA Resources sorted by Core Skill Categories
- See When, Where, and How Often are career events and resources are organized
How to Stay Informed

Postdoc Mailing List
- Announcements and events just for UCLA Postdocs
- Join by: Emailing postdoc@grad.ucla.edu with your full name and preferred email address

Social Media

Follow for Info and Advice:
- Office of Postdoctoral Affairs for the Biomedical and Life Sciences
  Lynn Talton's Twitter: Lynn_UCLA (for postdoc news, advice and relevant links)

Join for Networking/Mentors:
(UCLA Postdocs should be on all three)
- LinkedIn – Professional network, finding contacts, researching jobs
- ResearchGate – Academic and research network, collaboration
- UCLA ONE – Network exclusive to UCLA alumni, designed to find and become mentors
Access Campus Resources using Handshake

• Register for Workshops
• Search and Apply for Jobs

Find opportunities with Handshake.

Join us on Handshake, a platform that connects postdoctoral scholars with professional resources and career development opportunities.
Attend UCLA Career Development Conference – Fri. Apr. 26th!
Questions?

• Contact us at postdoc@grad.ucla.edu

Coming up… UAW 5810 Orientation