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.
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>
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<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>
<td></td>
<td></td>
</tr>
</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](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.
  - [https://www.myucretirement.com/UCRetirementBenefits/Voluntary](https://www.myucretirement.com/UCRetirementBenefits/Voluntary)
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](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): https://www.uclahealth.org/marc/free-drop-in-meditation

• UCLA RISE Program: Mindfulness Brown Bag Lunch Series
  • https://www.counseling.ucla.edu/rise-program

• UCLA Recreation:
  • FitZones: https://fitwell.recreation.ucla.edu/programs/fitzones
  • Fit Breaks: https://fitwell.recreation.ucla.edu/Portals/96/Documents/FitBreaks_Summer_2019.pdf
  • Bruin MindFit: https://fitwell.recreation.ucla.edu/programs/bruin-mindfit
  • Bruin Health Improvement Program (BHIP & Bruin Mindfit)
    • Subscribe to mailing list for announcements: https://fitwell.recreation.ucla.edu/programs/fitness-resources#MoveMail

• UCLA Healthy Campus Initiative: http://healthy.ucla.edu
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](https://facultycenter.ucla.edu)
- BruinCard Services: [https://secure.bruincard.ucla.edu](https://secure.bruincard.ucla.edu)
- Employee Services & Discounts: [https://campusservices.ucla.edu/discounts](https://campusservices.ucla.edu/discounts)
- International Scholar Resources
  - Dashew Center: [http://internationalcenter.ucla.edu](http://internationalcenter.ucla.edu)
Graduate Student and Postdoctoral Scholar Case Manager

• Armando Flores, MSW
  • 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 & wellness concerns
• Navigating campus resources
• 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”**
  • [https://www.studentincrisis.ucla.edu/Portals/36/Documents/redfolder.pdf](https://www.studentincrisis.ucla.edu/Portals/36/Documents/redfolder.pdf)

• **Bruins Safe App**
Referrals for students in distress

UCLA Case Managers
https://www.studentincrisis.ucla.edu/

UCLA Counseling and Psychological Services
https://www.counseling.ucla.edu/

UCLA Economic Crisis Response Team
https://www.studentincrisis.ucla.edu/Economic-Crisis-Response
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](https://sexualharassment.ucla.edu)

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

• Discrimination on the basis of ethnicity, nationality, sexual orientation, etc.
  • Discrimination Prevention Office - 310-794-1232

• Campus Human Resources, Staff Diversity and AA/EEO Compliance Office
  • 310-794-0691
  • [https://chr.ucla.edu/staff-diversity/it-is](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/
- Student Legal Services Community Resource List: https://www.studentlegal.ucla.edu/assets/pdf/Community%20Resources.pdf
- LGBT Campus Resource Center: http://lgbt.ucla.edu
- Office of Ombuds Services: http://www.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
Some recent events...

Monthly Coffee Hour with Faculty
Some recent events...

SoCal Postdoctoral Research Symposium
Some recent events...

Wine Night
Upcoming Events

• Eagle Rock Hike (This Sunday! 10/13)
• Monthly Happy Hour
• Monthly Coffee Hour with Faculty
• See more on our website or on our public Google Calendar!
• Follow us on Facebook, Instagram and Twitter: @uclapda
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?

UCLA Professional Development Core Competencies

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

### Timeline/Development Plan - Part I

<table>
<thead>
<tr>
<th>Early Stage</th>
<th>Middle Stage</th>
<th>Late Stage</th>
<th>Ongoing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Career Path Preparation</strong></td>
<td><strong>Communication Skills</strong></td>
<td><strong>Self Assessment &amp; Development</strong></td>
<td><strong>Early Stage</strong></td>
</tr>
<tr>
<td>- Create &amp; update a LinkedIn profile</td>
<td>- Join a journal club to gain exposure to a variety of scholarly presentation styles</td>
<td>- Write an IDP and discuss it with your mentor</td>
<td>-</td>
</tr>
</tbody>
</table>
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

- Faculty Mentor
- Collaborator
- Former graduate colleague now working in industry
- UCLA PhD Alumnus in working in similar companies
- Startup Company COO or CSO with a PhD
- Faculty Member with Industry Experience
- Field Expert
- Industry Recruiter
- Industry Networking Group Friend
- Alumnus working for Non-Profit
Mentor/Network

Example 2:
Someone working toward a research and teaching faculty position
Step 4: Professional Development Networking Plan

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

UCLA Career Center

Find opportunities with Handshake.

Join us on Handshake, a platform that connects postdoctoral scholars with professional resources and career development opportunities.
Questions?

• Contact us at postdoc@grad.ucla.edu

Coming up… UAW 5810 Orientation