

UC Davis
Postdoctoral
Scholars
Handbook

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POSTDOCTORAL SCHOLARS BENEFITS PLAN (PSBP)

GENERAL INFORMATION

Eligibility

You are eligible for the Postdoctoral Scholar Benefit Program (PSBP) if you are appointed in the University academic series of Postdoctoral Scholar-Employee, Postdoctoral Scholar-Fellow, or Postdoctoral Scholar-Paid Direct with the associated title code 3252, 3253, or 3254. Your postdoc appointment in one of these three titles must meet the minimum standard described in the following section Initial Requirements to be eligible for the PSBP health and welfare benefits.

Initial Requirements

Appointment as a Postdoc Scholar must meet the minimum threshold of percentage and duration as follows to be benefit eligible: 100% time for three months or more; or 50-99% time for 12 months or more. Postdoc appointments that do not meet this standard are not eligible for any of the PSBP provisions or any other UC health benefits.

Continuing Requirements

If during the course of your University Postdoc appointment, your effort is reduced to less than 43.75% time over a 12-month period, you will eventually become ineligible for medical, dental, vision coverage as well as life, AD&D, and Short Term Disability insurance. Any PSBP enrollments you may have elected when eligible will end when your average annual appointment percentage falls below 43.75% for two consecutive months. You will then be eligible to continue some PSBP coverage at your own expense under the COBRA law. Should this situation develop, you will be contacted by the Campus PSBP Coordinator.

Entitlement

Monthly premium costs for the PSBP are automatically recharged to the department in which the Postdoc is appointed. By UC policy, the Postdoc Scholar-Employees are entitled to full premium payment by the University department for the cost of the PSBP plans. The employing department must fund the full premium expense and not seek reimbursement from the scholar.

However, the Postdoc-Fellow and Postdoc-Paid Direct – by virtue of their unique relationship to UC – may be responsible for part or all of the monthly PSBP premium cost. The 3253 Fellows and 3254 Paid Directs may be expected to share the cost of the PSBP premiums and reimburse their department or laboratory directly. This expectation is a matter for discussion between those Postdoc Scholars (titles 3253 and 3254) and their department before the time of appointment.

Eligible Family Members

Adult: You may enroll an eligible adult in the health plans (medical, dental, vision) shown in the following chart. Dependents are not covered by the disability nor life insurance plans that cover the postdoc. In addition to yourself, you may enroll only one eligible adult in your PSBP plans:

- a legal spouse, or
- a domestic partner

Child: You may enroll your eligible children in the health plans (medical, dental, vision) shown in the chart that follows. Your eligible children must be enrolled in the same plans as you. Dependent children are not eligible for enrollment in the PSBP disability or life insurance plans.

For additional eligibility information, refer to the *UC Group Insurance Eligibility Factsheet for Employees and Eligible Family Members*, available on the At Your Service Web site at <http://www.atyourservice.ucop.edu>. Refer to the *Benefits for Domestic Partners* booklet, if applicable to you. The UC Davis PSBP Coordinator can also provide you with information on your benefits plans.

No Duplicate Coverage

UC's rules do not allow duplicate coverage. That is, you may not be covered in UC-sponsored plans as a Postdoc and as an eligible family member of a UC employee or another Postdoc at the same time. If you are covered as an eligible family member and then become eligible for the PSBP coverage yourself, you have two options:

- You can either opt-out of the Postdoc PSBP coverage and retain your other UC dependent coverage, or
- De-enroll as a dependent from the UC plan before you enroll yourself in the PSBP.

WHEN TO ENROLL IN PSBP

Enrollment in the PSBP health and welfare benefits is optional, and in order to be covered you must enroll yourself and your eligible family members in the plans when you first become eligible; most plans have an enrollment deadline. Be certain to complete your enrollment or benefit change transactions within the specified time – your 31-day Period of Initial Eligibility, for example. Because enrollment is optional, it is not necessary to join all the health plans. You may elect just medical, or dental, or vision, or any combination of these plans.

Automatic Enrollment

Your enrollment (Postdoc coverage only) is automatic in some PSBP plans. If you are eligible for the PSBP – by virtue of meeting the appointment percentage and duration threshold discussed earlier – you will be automatically enrolled in:

- Basic Life
- Accidental Death & Dismemberment
- Short-Term Disability
- Workers' Compensation
- Repatriation & Medical Evacuation

Postdocs whose appointments do not meet the minimum appointment standard (100% for >3 months or >50% for 12 months) are not automatically enrolled in these PSBP plans.

For the medical, dental, vision and long-term disability plans, enrollment is optional and you must enroll yourself and your eligible family members. Information describing the PSBP plans and the enrollment process will be sent to you by e-mail when your appointment is entered in the UC database. You should enter your enrollments as soon as you can after reading that information and selecting your coverage.

Period of Initial Eligibility (PIE)

A period of initial eligibility (PIE) is a time during which you or your eligible family members may enroll. Proof of good health is not required and there are no 'pre-existing exclusions' for the PSBP plans. A PIE starts on the first day of eligibility, generally your date of appointment. Because many Postdoc appointments are processed retroactively, you are afforded some flexibility in the enrollment process. Your PIE will begin on the date that your appointment is entered into the UC database and continue for 31 days thereafter. It is your responsibility to accomplish enrollment during this extended PIE.

If your dependent family members arrive in Davis some time after your arrival, you should enroll yourself in the PSBP health plans and add your dependents when they join you here. Their arrival creates a new

31-day PIE for you to add them to your PSBP medical, dental, and vision plans with coverage effective on the arrival date.

Open Enrollment (OE)

You may enroll yourself and/or eligible dependents in the PSBP medical, dental and/or vision plans during the annual Open Enrollment period. Usually OE is held each November. PSBP coverage becomes effective the following January 1 for elections or changes made during Open Enrollment.

Other Periods of Eligibility

If you do not enroll during your PIE, you may be eligible to enroll yourself and your eligible family members at other times when a new PIE (31 days in length) is created by one of the following factors:

- Family Changes
When you have a newly eligible or newly arrived family member, you may enroll yourself and him/her in your PSBP health plan; you may also transfer into a different medical plan. Your PIE to enroll a newly eligible family starts the day s/he becomes eligible – for example, the day of arrival in the U.S., the day you marry, or the day your child is born. **Enrollment is not automatic:** you must complete a form to enroll the new family member – even a newborn baby must be enrolled. During this new PIE, you may change medical plans – for example, if you have had medical PPO coverage because your spouse was living in a different area of the U.S., you can change to the HMO plan when that dependent is reunited with you in Davis.
- Involuntary Loss of Other Coverage
If you initially decline enrollment in a PSBP health plan due to coverage in another plan, and you or your family member lose the other coverage, or the other employer stops contributing to the cost of the coverage, you may be eligible to enroll yourself and your eligible family members in a PSBP sponsored plan.
- Moving Out of a Medical Plan Service Area
If you move out of the HMO service area, you and/or your eligible family members have a new PIE in which to transfer to the PPO plan that provides service in your new location. If you return to the HMO service area, you may transfer back.

Other Enrollment Options

If you miss your PIE, you may enroll in selected PSBP plans as follows:

- Open Enrollment
You may enroll in the PSBP medical, dental and/or vision plans during the annual Open Enrollment period, which is usually held in November. PSBP coverage becomes effective the following January 1 for elections or changes made during Open Enrollment. (Note: The PSBP Long Term Disability insurance is not available for new enrollments during Open Enrollment.)
- 90-Day Waiting Period (Medical Coverage Only)
If you miss your PIE, you may enroll yourself or eligible family members in medical coverage at any time by submitting an enrollment form to the PSBP Coordinator in the Campus Benefits Office. However, you will need to complete a waiting period of 90 consecutive calendar days from the day you submit your form before your PSBP medical coverage is effective.

HOW TO ENROLL OR MAKE CHANGES

Initial Enrollment

The PSBP enrollment process requires you to perform two separate actions:

1. Enter your enrollment online
2. Communicate your online enrollment document to the UC Davis Campus PSBP Coordinator

To enroll in the PSBP plans of your choice, go to the UC Postdoc Scholar Web site at <http://www.garnett-powers.com/postdoc>. This site is provided by the Garnett-Powers & Associates (GPA) brokerage firm that administers the PSBP, in conjunction with UC Office of the President.

At the GPA “Enrollment” page you will find described two equal pathways for enrollment in the PSBP. One is called “Garnett-PowersEnrollment2” and the other is “UC At Your Service”. Based upon your responses to a series of questions, you will be routed to one of these enrollment processes. Both sites accomplish PSBP enrollment – you only need to use one.

Click on the appropriate link for the pathway most suited to your situation, and then, following the instructions of that particular site, complete your enrollment into the PSBP health plans of your choice. (*Note:* If you attempt to enroll via At Your Service (<http://www.atyourservice.ucop.edu>) and you are unable to do so, simply return to the GPA Postdoc Scholar home page and use the *Garnett-PowersEnrollment2* site instead.)

At the conclusion of your successful online enrollment you will receive either a printed copy of the PSBP Enrollment Form (if you used *Garnett-PowersEnrollment2*) or a printed Online Benefit Enrollment Audit Record (if you used At Your Service). As soon as possible thereafter, you must transmit a copy of that enrollment document to the PSBP Coordinator for UC Davis. The PSBP office will confirm the transmittal of your enrollment to the carriers and re-confirm that action with you via a confirmation letter sent to your home address.

Please remember:

- Your PSBP health plan enrollment will be complete only after you have accomplished both steps: 1) entered your enrollment online; and 2) sent the online document to the PSBP Coordinator.
- Your correct local, home address must be displayed in the UC system for the insurance companies to enter your enrollment. Your cards and plan information will be sent to the mailing address as it appears in the UC database, and your health care providers will be assigned to you and your dependents based upon the local zip code. If this address information is not accurate in the UC file, your enrollment will be delayed or not finalized. You can and should verify your address information either through your department’s administrative staff, or by signing-in to the UC At Your Service Web site at <http://www.atyourservice.ucop.edu> and making corrections under the “About You” heading.

Making Changes to your Enrollment

When you need to make changes to your PSBP health plan enrollments – such as the addition or deletion of dependents – you must return to the online GPA Postdoc enrollment page at <http://www.garnett-powers.com/postdoc/enrollment2.htm> and complete a new form. Again, transmit that form copy to the PSBP Coordinator who will enter the data in the UC system and send you a confirmation note. At this time, Postdocs cannot make changes to enrollment status through the UC At Your Service Web site (<http://www.atyourservice.ucop.edu>).

When Coverage Begins

Coverage under the PSBP plans generally starts on the day of your appointment as an eligible Postdoc Scholar. Coverage will be retroactive to the first day of your appointment if you are forced to enroll late (*i.e.* after your PIE) due to an administrative delay in your paperwork resulting in the extension of your PIE. Alternatively, if you complete your enrollment transactions before you and/or your family members are eligible, coverage starts on the first day of your appointment when you and/or they become eligible – or arrive in Davis.

If You Need Services Right Away

Although you're covered immediately when you become eligible, it may take 30 to 60 days after you enroll for the insurance companies to have a record of your membership. Be certain to keep a copy of your enrollment confirmation and/or enrollment form for your records. Then, if you need to use the services of one of your health plans before you have received your membership cards from the carriers, you should call the Postdoc Customer Service Representative at Garnett-Powers (1-800-254-1758) who will assist you with access to care. Should you have a medical emergency, proceed to the nearest hospital Emergency Room for care and the staff there will contact the Postdoc Customer Service Rep on your behalf. You may be required to pay some amount of money at the time of urgent or emergent services but a portion of that can later be reimbursed to you. Again, the Postdoc Customer Service Rep will assist with that process.

Opting-Out of the PSBP Plans

Enrollment in the PSBP health plans is not mandatory – in fact, it is not even necessary if you are covered by other health insurance plans. In such a situation you may decline enrollment in any one or more of the PSBP medical, dental, or vision plans. To opt-out of the PSBP coverage, you should either (a) complete the official opt-out form provided in your initial benefit e-mail; or (b) complete section 3A of the Garnett-Powers online enrollment form at the Postdoc Web site, and send a copy of your signed form to the PSBP desk in Campus Benefits.

If your Postdoc appointment meets the minimum criteria of percentage and duration, and you elect to opt-out of the PSBP health plans, you will still remain enrolled in the automatic coverages of life, accidental death and dismemberment, short-term disability, and workers' compensation plans. In addition, you remain eligible to elect coverage in the Postdoc long-term disability plan even if you are not enrolled in the health plans.

Should your circumstances change later, you may be able to rescind your opt-out election. You could enroll in the PSBP plans through the mechanisms described above in the **Open Enrollment** and **Other Enrollment Options** sections.

AFTER YOU HAVE ENROLLED

Confirming Your Choices

You will receive a confirmation document from the online system you have used for your enrollment: either the Garnett-Powers Postdoc Web site (<http://www.garnett-powers.com/postdoc>) or the UC At Your Service Web site (<http://www.atyourservice.ucop.edu>). In addition, the PSBP Campus Coordinator will separately verify the processing of your enrollment and send a *Confirmation of Enrollment* letter to your home address. This letter includes interim instructions for accessing care before receipt of your enrollment cards from the carriers.

Within 30 days of your enrollment being entered into the UC system, you may be able to check the At Your Service Web site at <http://atyourservice.ucop.edu> (select "Sign in to My Accounts") to further verify your coverage for you and your family members. Also, your monthly payroll checkstub or direct

deposit statement will list your benefit elections and display the premium amount that the University has paid for you. (These are provided for your information – they are not deductions from your pay.) Also listed on your payroll statement will be your contribution towards the medical PPO monthly premium if you elected that coverage as well as the premium payment for the long-term disability plan, if you enrolled in that plan. You should review these resources monthly to verify that your PSBP enrollments are correct, complete and being paid each month. If you detect any errors, or if any enrollment drops off the list, or payments appear to stop, please contact the UC Davis PSBP Coordinator in the Benefits Office.

Keep Your Records Updated

Make sure that UC always has your current address, e-mail address, and phone number to correctly administer your benefits and send you benefits information. At Your Service online (<http://www.atyourservice.ucop.edu>, select “Sign in to My Accounts”) allows most Postdocs to update personal information, such as home address and home telephone number. If you cannot access the AYS site, please tell your department administrative staff of any changes in your personal information such as a new address. They will update the UC database for you.

When a Family Member Loses Eligibility

If an enrolled family member loses eligibility during the year, you are responsible for de-enrolling that family member. Don’t wait until Open Enrollment. You are responsible for costs incurred in connection with the enrollment of ineligible family members and you could be subject to penalties associated with the misuses of the plan if you continue coverage for family members who no longer meet UC’s rules.

Family members lose eligibility under the following circumstances:

- International Scholars
Eligibility stops when the family member relocates out of the United States (*e.g.* your spouse and/or children are no longer living with you in the U.S. because they have returned to the country of origin.)
- Your Spouse/Domestic Partner
Eligibility stops on the last day of the month in which a divorce, legal separation, termination of domestic partnership or annulment is final. Your legally separated spouse, former spouse or former domestic partner is not eligible to participate in the PSBP health and welfare plans but may continue under COBRA for some plans. If a divorce, legal separation settlement or termination of a domestic partnership requires you to provide health coverage to the former spouse or partner, you must do so on your own. They cannot remain on your PSBP enrollment.
- Your Child(ren)
Eligibility stops at the end of the month in which the child reaches age 23 (unless eligible to continue coverage because of disability) or age 18 for legal wards, or when the child marries or no longer meets all eligibility requirements to participate in the UC sponsored PSBP plans.

You are also required to de-enroll a deceased family member. You should contact your PSBP Coordinator in the Campus Benefits Office for assistance.

De-enrolling a family member who is no longer eligible to participate in the PSBP benefit plans does not in itself create a new period of initial eligibility (PIE) for you to switch plans.

Verification of Family Member Eligibility

The University incurs significant costs to provide group insurance coverage for Postdocs and their family members. To ensure that only those who are truly eligible for coverage are enrolled and to meet health plan contract obligations, UC must verify family member eligibility. This is not done at the time of

enrollment, but rather the University, on a systemwide basis, performs periodic audits of enrolled family members.

Postdocs are subject to these audits and failure to comply with an audit may result in the de-enrollment of the Postdoc and all family members from the PSBP. If you are selected randomly for an audit, you will be asked to provide documentation to verify eligibility for your enrolled family members. This might include marriage or birth certificates, verification of domestic partnerships, adoption records, tax records, etc. Please be certain to have these documents with you and available for review during your postdoc appointment at UC Davis should that become necessary.

Failure to provide documentation if/when requested by the University will lead to de-enrollment of you and your family members and possible legal action. In addition, the Postdoc may be responsible for any UC contributions to benefits paid by the plan for the ineligible coverage. If it is determined that the plan has been misused, you and any eligible family members will be de-enrolled for 12 months. Please do not ignore a notice of audit should you receive one. Instead, contact the PSBP Coordinator in Campus Benefits for assistance.

Imputed Income

Under the rules of the U.S. Internal Revenue Service, your taxable income may be affected if you have health plan coverage for any person who is not declared as your federal tax dependent except for your legal spouse. If this applies to you, you will find details on the At Your Service Web site (<http://atyourservice.ucop.edu>).

WHEN COVERAGE ENDS

End of Postdoc Position

When you leave your UC Postdoc position, or transfer to another UC title/affiliation, you will lose eligibility for the PSBP health plans. Typically your coverage will end on the last day of the month following your separation date. For example, if you terminate your Postdoc on June 30, your health plan coverage will end on July 31. (This occurs because the University pays PSBP premiums one month in advance, so June earnings – paid on July 1 – cover benefits for the month of July.) At the end of the coverage period (July 31 in this example), you will have the option of continuing your PSBP medical, dental, and/or vision plans at your own expense. This is discussed below in the “Cobra” section.

Voluntary Termination of Insurance

Coverage through the PSBP plans is optional and can end at any time you decide you no longer need or want the insurance – even as your Postdoc appointment continues. Should you reach that decision, you would follow the instructions for opting-out of the plans: complete either the single page “Opt-Out” form available from the Campus PSBP Coordinator or submit the Garnett-Powers online *Enrollment Form* indicating your intentions in Section 3A. A signed copy of either of those documents will result in your desired de-enrollment from the PSBP health plans on the date you indicate.

Deleting Dependents

If your enrolled dependent(s) are no longer residing in the United States, you should delete them from your PSBP coverage as soon as possible after their departure. Neither the HMO nor PPO medical plans can provide coverage for persons residing outside of the U.S. To continue such dependents on your PSBP plan would be a waste of money for your University department that would continue to pay the monthly insurance premiums on behalf of dependents who could not use medical, dental or vision services. It is your responsibility to inform the PSBP Coordinator or Garnett-Powers in a timely manner of the departure of your dependents so coverage can be stopped.

[Recall that should your dependent(s) relocate within the United States – but outside an HMO service area – it would only be necessary to change the family to the PPO plan so that the dependents could remain insured and establish services in their new location even if the Postdoc continues to reside in Davis.]

If the need to delete dependent coverage results from the divorce or legal separation of the Postdoc and spouse, you will need to complete a *Postdoc Enrollment Form* at <http://www.garnett-powers.com/postdoc/enrollment2.htm> and submit the signed printout to the PSBP Coordinator in Campus Benefits. Along with that de-enrollment document, you must also submit University form UBEN109 “Notice to UC of a COBRA Qualifying Event”. This form insures that your former spouse receives the appropriate notification of his/her insurance continuation rights under the COBRA law. You can download this form at http://www.atyourservice.ucop.edu/forms_pubs/forms_worksheets/uben109.pdf. Please contact the Campus PSBP Coordinator if you need assistance in this regard.

Ineligibility – Appointment Reduction

If your postdoc appointment is reduced in effort to less than 43.75% time, you may become ineligible for medical, dental, vision coverage as well as life, accidental death and dismemberment, short-term disability, repatriation and medical evacuation insurance. The Campus PSBP Coordinator will contact you in the event of such a reduction in your Postdoc appointment. You may be eligible for COBRA continuation of some of your PSBP plans as discussed in the next section.

COBRA Continuation

If you and any family member(s) lose eligibility for the PSBP medical, dental, and/or vision coverage, you may be able to continue group coverage through the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Information about COBRA can be found on the Postdoc Web site at <http://www.garnett-powers.com/postdoc> or secured by telephoning the PSBP Customer Service Representative at 1-800-354-1758.

At the time your postdoc appointment ends, you will automatically receive a mailing at your home address containing COBRA information and the necessary application forms. You will enroll in COBRA directly with the carriers and you will make monthly premium payments to the companies for each plan you elect to continue. The COBRA election period begins on the last day of your PSBP coverage and continues for 60 calendar days. You can elect COBRA coverage at any time during that 60-day period and that election will be retroactive to first day of your COBRA eligibility and you will pay premiums for the entire time. Continuing the example above of a PSBP end-date on July 31, you would have a COBRA election period of August 1 through September 29. Should you submit your COBRA application on September 28, your coverage would be retroactive to August 1 and you would pay the carrier(s) premiums for both August and September. Thereafter, premium payments are made by you on a monthly basis to the carrier(s).

Benefit Plans You May Not Continue

For these plans, your PSBP sponsored coverage stops on your last day for which premiums have been paid: Short-Term and Long-Term Disability, Repatriation and Medical Evacuation and Worker’s Compensation insurances as well as Business Travel Accident Insurance. You may not continue or convert any of these plans. It may be possible for you to convert the PSBP Life and Accidental Death and Dismemberment to an individual plan, but you would be responsible for the new premium amount, which can be prohibitively expensive. Information about possible conversion of Life/AD&D can be found at the Postdoc Web site at <http://www.garnett-powers.com/postdoc>.

PSBP BENEFITS ASSISTANCE

Garnett-Powers Resources

At the dedicated Postdoc Web site at Garnett-Powers (<http://www.garnett-powers.com/postdoc>) you'll find complete information on the PSBP-sponsored health plans including:

- Links to carrier's Web sites and phone numbers
- Information to help you choose health plans
- Links to forms, publications, plan descriptions and evidence of coverage booklets

The Postdoc Customer Service Representative telephone line is staffed during normal business hours: Monday to Friday from 8:00 a.m.-5:00 p.m. This office can also be reached via e-mail at psbp@garnett-powers.com.

UC Always At Your Service (AYS)

The UC Web site (<http://www.atyourservice.ucop.edu>) allows you to review your PSBP enrollments at any time and make changes to your personal information such as home address. Future enhancements will allow most postdocs to make PSBP enrollment changes online and access the full services of AYS.

UC Davis Resources

PSBP Coordinator

This staff member, located in the Campus Benefits Office, is available to all Postdocs for questions or concerns about the PSBP benefit plans and the UC administrative processes supporting those plans. The Coordinator's office will contact each Postdoc at the time of appointment to determine benefit eligibility status and provide orientation and instructions for PSBP enrollment. The Coordinator can and will help with the addition or deletion of dependents and facilitation of access to care. Similarly, at the time the PSBP eligibility ends due to appointment conclusion or a change-of-status, the Coordinator arranges for COBRA information.

The UC Davis Campus Coordinator can be reached by e-mail at katsmith@ucdavis.edu; campus phone (530) 754-4922; or visiting the Human Resources Administration Building near the corner of LaRue and Orchard Roads.

HEALTH CARE PLANS

MEDICAL

Types of Medical Plans

The Postdoctoral Scholar Benefits Plan offers you a choice between two medical plan models: an HMO or a PPO plan. At present both models are provided to the UC Postdocs by The Health Net Company. Both plans – the HMO and the PPO – offer comprehensive medical coverage with the fundamental difference between the models being geographical or administrative/financial in nature. The PSBP medical plans do not have any exclusion for pre-existing conditions.

Detailed explanations of the Health Net HMO and PPO plan structures and benefit provisions, plan brochures and evidence of coverage booklets can be reviewed at the Postdoc Web site <http://www.garnett-powers.com/postdoc/medical.htm>. A summary chart of the plan comparison is also included at the end of this section. Printed copies of this information can be sent to you if you make a request to the Campus PSBP Coordinator.

Geographical Differences

The HMO model is available in most, but not all counties in California. It is available in Yolo and Solano counties for UC Davis Postdocs and Sacramento County for those at UC Davis Health System. The HMO plan is not available in some areas of California or outside of California. Postdocs or eligible family members who reside in a non-service area of California or at a location outside of the state of California will not be able to elect the HMO. Instead, these Postdocs and their dependents will need to enroll in the PPO plan in order to participate in the PSBP medical insurance. A UC Davis Postdoc who resides in a California service area, but whose family resides in a non-service either in or out of California (*i.e.* a split-family), must all be enrolled in the PPO plan; family enrollment cannot be divided between HMO and PPO based upon location. Finally, should your work or residence location change during the course of Postdoc appointment taking you out of the HMO area for more than two months, you will be required to change to the PPO plan in order to continue Health Net medical coverage at your new location.

Administrative/Financial Differences

In short, these differences between the HMO and PPO can be summarized as follows:

- HMO monthly premiums are fully paid by the University department (less any Fellow or Paid-Direct repayment responsibility discussed earlier).
- HMO plan model has significantly lower out-of-pocket expenses (e.g. deductibles, co-payments, etc.) for the Postdoc than the PPO counterpart plan.
- The HMO member chooses a Primary Care Provider (PCP) for each family member who will manage that member's healthcare needs. The PCP is the plan gatekeeper in the HMO model.
- Referrals to specialists must be obtained from the PCP prior to services or those specialist services will not be covered by the plan.
- PPO monthly premiums amounts are paid partly by the Postdoc who will contribute \$30 for single coverage; \$60 for two-party coverage; or \$90 for family coverage deducted from each monthly paycheck.
- The PPO plan model has significantly higher out-of-pocket expenses (e.g. deductibles, co-payments, etc.) for the Postdoc due to the contractual nature of provider plan.
- The PPO offers much more flexibility and choice of providers than the HMO because there is no PCP gatekeeper. Members can self-refer to physicians and facilities with fiscal responsibility shifted to the Postdoc according to the In-Network and Out-of-Network component of the PPO.

More than 615 of UC Davis Postdocs who live and work in the Davis/Sacramento area have elected enrollment in the HMO plan and are satisfied with their level of care and access to their local physicians

and hospitals. A small number of Davis/Sacramento based Postdocs (approximately 30) have elected the PPO plan for personal reasons and are similarly satisfied with that coverage. An equal number of 30 Postdocs live and work in California non-service areas or locations out-of-state and are enrolled in the PPO plan close to their home. The PPO is the only option available to them. If you are in an HMO service area and can take advantage of the cost effectiveness of the HMO plan, it would be in your best financial interest to do so. Enrollment in the HMO or PPO can be changed from one to the other at a November Open Enrollment period.

Using Your Medical Plan/Accessing Care

HMO

The HMO medical plan requires that you have a Primary Care Physician (PCP). Initially Health Net will assign a PCP to you and to each of your eligible family members. The name and contact information for your PCP will be printed on the Identification Card (ID) that the company will mail to your home within weeks of your enrollment. You may change your PCP by phoning the Health Net plan directly at the number printed on your ID card.

Each time you need to access care, you will telephone the office of the PCP named on the member's card. That office will make arrangements for your care or the care of your dependent. Should you have a medical emergency, you should proceed to the nearest hospital Emergency Room to receive care. Later the ER staff there will assist you to notify your PCP office.

PPO

You will not be assigned a Primary Care Provider because you are at liberty to utilize any physician or facility that accepts the Health Net PPO insurance. Your Health Net ID card will provide your member number. You do not need a referral for specialty care. There are in-network and out-of-network providers and facilities from which you may choose with different payment structures for each. Before making an appointment with a provider, you should research the Postdoc Web site (<http://www.garnett-powers.com/postdoc>) to review the PPO benefits and determine the names of the in-network providers so you will pay less out-of-pocket for treatment.

Cost of Medical Coverage

A chart summarizing the monthly premium rates for the PSBP plans is attached to the end of this section. These are the amounts of money the University pays to the carriers each month for the various PSBP plans. Your monthly premium costs – reflecting your benefit choices and number of dependents – will be recharged to your department/laboratory as previously described. These amounts will also be listed on your monthly paystub for your information. In the case of Postdoc Fellows and Paid-Directs, benefit cost sharing may be an expectation of the appointment and will be arranged by the home department. Postdoc Employees are not expected to share the monthly premium cost for the PSBP health plans.

Each time you use your medical plan or visit the pharmacy, either under the HMO or the PPO, you will be expected to make the necessary co-payments and in the case of the PPO, achieve the annual deductible amounts. The PSBP plans are very generous but not entirely cost-free and you should expect to incur some out-of-pocket expenses when you access care.

General Information

Confirmation of Enrollment

Shortly after you have sent your enrollment document to the Campus PSBP Coordinator, you will receive a *Confirmation of Postdoc Health Benefits Enrollment* letter at your home address. This internal document will summarize your PSBP plan choices and provide you with preliminary information about accessing care. If you detect any errors in this document, contact the PSBP Coordinator immediately.

Approximately 10 days after you have received this confirmation letter, you may view/verify your enrollments on At Your Service (<http://www.atyourservice.ucop.edu>) by selecting “Sign in to My accounts.” You should also check your paystubs to confirm that your enrollment is correct and that the premiums are being processed for your enrollment.

ID Cards

Medical plan identification cards are sent to members directly from the carrier. They will be mailed to your home address as it appears in the UC database, PPS (Payroll-Personnel System). Please keep that address up-to-date by notifying your department of any changes or correcting your personal information on At Your Service (<http://www.atyourservice.ucop.edu>).

Although you are covered immediately by the medical plan when you become eligible, it may take 30 to 60 days after you enroll for the insurance companies to have a record of your membership. Be sure to keep a copy of your enrollment confirmation and/or enrollment form for your records. If you need to use the services of one of your health and welfare plans and your insurance carrier does not yet have a record of your enrollment, please contact the Postdoc Customer Service Representative at 1-800-254-1758 or the Campus PSBP Coordinator at (530) 754-4922 for assistance.

For More Information and Assistance

Medical plan *Evidence of Coverage* booklets are available on the Postdoc Web site at Garnett-Powers. If you are planning to travel outside of the United States and you need a *Letter of Credible Coverage*, please contact the Postdoc Customer Service Representative at 1-800-254-1758 or by e-mail to Postdoc@garnett-powers.com. Please do this as soon as you know of the need because it requires some time for the Health Net Company to produce the necessary document. A letter from the PSBP Coordinator on UC letterhead is not sufficient, will not substitute for the Health Net letter, and will not be accepted by any Consulate.

Once you are enrolled in the PSBP plans, if you have questions about your benefits (including services, benefits, bills and claims), you should contact your medical plan directly using the phone number on your medical plan ID card (HMO = 1-800-522-0088; PPO = 1-800-676-6976). Should you need more assistance, contact the Postdoc Customer Service Rep at Garnett Powers 1-800-254-1758 or the Campus PSBP Coordinator at (530) 754-4922.

DENTAL

The PSBP provides dental coverage for you and your family members, including a wide range of services from routine preventive care and fillings to oral surgery, dentures, bridges, and braces. The dental plans do not have any exclusions for pre-existing conditions.

Cost of Coverage

At this time, UC Pays 100% of the monthly PSBP dental plan premium for you and your family. UC’s contribution toward the monthly cost of coverage is determined by UC and may change in the future. This contribution amount is reported to you on your monthly paystub – it is not deducted from your earnings. It appears on your payroll report for your information only. You do not pay a monthly fee for enrollment in the PSBP dental plan.

However, when visiting the dentist all plan members will pay a certain percentage or copayment for many services. You should see the Dental Plan Summaries on the PSBP Web site (<http://www.garnett-powers.com/postdoc>) to review the benefits and cost structure for both the Health Net HMO and the Principal PPO dental plans before enrolling in one of the two plan choices.

When you visit the dentist after enrollment, remember that if you need major dental work (a crown, dentures, a bridge, or oral surgery), you should read the complete explanation of benefits, limitations, and exclusions in the plan booklet provided to you by either Health Net or the Principal. These *Evidence of Coverage* booklets are also available to you online at the Postdoc Web site (<http://www.garnett-powers.com/postdoc>). You and/or your dentist should contact your plan before you begin treatment to confirm that a dental procedure will be covered and at what rate. In other words, determine in advance the amount of your out-of-pocket expense. Neither of the PSBP dental plans provides services free of charge – there will almost always be a cost to you each time you visit the dental office.

Principal Dental PPO Model

The Principal Preferred Provider Organization offers comprehensive dental coverage with the freedom to select the dentist of your choice. Almost all dental offices accept the Principal PPO insurance plan. If you select an in-network Principal PPO dentist from the participating dentist list, you will enjoy increased benefits (less out-of-pocket expense to you). Currently there are four Principal PPO dentists in the city of Davis and an additional eight in the surrounding area, all of whom accept new patients. You may also select a non-participating dentist and receive slightly lower benefits with a slightly higher out-of-pocket expense to you. There are approximately 30 non-participating dentists in Davis and an equal number within 10 miles.

The PPO dental plan has an annual maximum benefit of \$1,500 per person as well as some deductibles and co-payments. Please review the detailed list of benefits, services and payment structure that is described for the Principal Plan in the *Evidence of Coverage* booklet available to you at <http://www.garnett-powers.com/postdoc/dppo.htm>.

Health Net HMO Model

The Health Net DHMO dental plan available to you is a comprehensive plan that extends 100% coverage on many – but not all – dental procedures, including oral evaluation, cleanings every six months, x-rays and certain types of fillings. Please visit the Postdoc Web site at <http://www.garnett-powers.com/postdoc/dhmo.htm> and carefully review the specifics of the DHMO benefits, services and payment structure.

With the DHMO there is no annual maximum for dental care. The plan emphasizes preventive care, so many services are provided at no cost and other services are provided with modest copayments to you, and there are no deductibles. There is no (zero) annual maximum benefit with the Health Net Dental HMO plan.

These features make this plan an affordable option to Postdocs. However, if you elect the dental HMO coverage, you will be assigned to a dental office for treatment, and at this time no (zero) Health Net Dentists are available in the town of Davis or in the surrounding area. The nearest dental office to which you will be assigned is in West Sacramento or Vacaville. You will need to travel to that office in order to use your dental plan. Postdocs who live and work at the UC Davis Health System in Sacramento can be assigned to a Health Net dental provider in that area.

Reminder:

Once enrolled, you may change your dental plan only during the annual Open Enrollment period – held each November. That change would become effective on the following January 1. Changing your dental plan carrier at any other time of the year is not usually allowed.

Therefore, you should make your decision of dental carrier only after carefully considering that

- The Health Net HMO plan will be less expensive to you but you will have to travel some distance to receive services.

- The Principal PPO plan is available locally but may cost you more money depending on the dental treatment and services you receive.

VISION

To enable you and your family to get the eye care you need, the PSBP provides a vision plan. The Health Net Vision PPO (serviced by EyeMed Vision Care) provides affordable eye care services from a network of ophthalmologists, optometrists and opticians. A summary of your benefits is included here with more detailed information available at <http://www.garnett-powers.com/postdoc/vision.htm>.

Cost of coverage

Currently UC pays the entire monthly cost of the PSBP vision plan premium for you and your family at this time. UC's contribution toward the monthly cost of coverage is determined annually by UC and may change in the future. You make co-payments and pay deductibles as required by the carrier at the time you visit the optometrist. These are listed on the schedule of benefits and services located at the Postdoc Web site.

What the Plan Covers

The plan's benefits include:

- One vision examination per calendar year
- One set of corrective lenses per calendar year
- One set of frames every other calendar year
- One set of contact lenses per calendar year
- Discounted Lasik or PRK laser vision correction (through U.S. Laser Network)

How to Use the Plan

Once you enroll, Health Net will send you information explaining how the plan works. In general, you follow these simple procedures:

- Locate a participating provider at the Web site <http://www.healthnet.com>.
- Call that provider and make an appointment
- Identify yourself as a Health Net/EyeMed member covered under the UC Postdoc vision plan
- Present your PSBP Vision card with your plan information
- The doctor's office will obtain the necessary authorization and information about your eligibility and coverage directly from Health Net

By using a Health Net provider, you pay only the required deductibles for covered services and costs or items and services not covered. You can also use a non-Health Net/EyeMed provider. If you do, you should pay the full amount of the provider's bill and submit a claim for reimbursement to Health Net.

For More Information

This is a brief overview of your vision benefits. You can access the Health Net/EyeMed Evidence of Coverage booklet and the Health Net Web site through the Postdoc Web site at <http://www.garnett-powers.com/postdoc/vision.htm>. Also on that Web site you will find the expanded description of services and fees for the Postdoc vision plan. You may also contact the Postdoc Customer Service Representative at 1-800-254-1758 or the UC Davis PSBP Coordinator at (530) 254-4922.

LIFE AND ACCIDENT INSURANCE

UNIVERSITY PAID LIFE INSURANCE

The PSBP provides you with a comprehensive life insurance benefit that pays \$50,000 to your beneficiaries if you die while appointed as a Postdoc Scholar. You are automatically enrolled in the PSBP Life Insurance upon appointment as a Postdoc Scholar. The University pays the monthly premium on your behalf to the Standard Insurance Company. The Designation of Beneficiary Form that you complete at the time of your PSBP enrollment tells the University how you wish that benefit to be distributed in the event of your death. The beneficiaries listed on your form do not need to reside in the U.S., nor do they need to have social security numbers in order to receive the life insurance death benefit.

Accelerated Benefit Provision

This feature of the PSBP Life Insurance plan allows the eligible Postdoc who is terminally ill to receive an early allocation of up to 75% of their Group Life insurance benefit before death. The money can be used for any purpose and it is paid directly to you in a lump sum. The amount that would otherwise be payable to beneficiaries at death is reduced by the amount paid to the Postdoc while ill.

ACCIDENTAL DEATH & DISMEMBERMENT (AD&D) INSURANCE

The financial impact of an accident can be devastating. To help protect you and your family from the unforeseen financial hardship of an accident, the PSBP provides you with automatic enrollment in the AD&D insurance plan with premiums paid by the University. This plan provides you coverage for accidental death or dismemberment (loss of a limb) or loss of sight, speech, or hearing caused by an accident. The plan pays a percentage of the coverage amount if an accident causes irreversible paralysis for the Postdoc. It also provides coverage if you are permanently and totally disabled by a covered accident. The AD&D family benefits package includes benefits for career adjustment, childcare, and higher education for eligible surviving family members.

REPATRIATION AND MEDICAL EVACUATION INSURANCE

All Postdoc Scholars in the three titles (Employee, Fellow, Paid-Direct) and their dependents are automatically covered for medical evacuation and repatriation benefits provided by the Standard Insurance Company in conjunction with the Life and AD&D plans. Enrollment in, and payment for this supplemental insurance is automatic upon appointment as a Postdoc Scholar at UC. The provisions of this insurance satisfy the J Visa Program requirements of the INS.

Repatriation of Remains

Should you die from a covered injury or sickness, benefits will be paid for the usual and customary expenses incurred for the preparation and transportation of your body to your home country, not to exceed a maximum benefit of \$7,500.

Medical Evacuation

If an emergency evacuation is required due to a covered injury or a covered sickness, and a physician determines that adequate medical care cannot be performed locally while the Postdoc is outside of his home country, benefits will be paid for the usual and customary expenses incurred, not to exceed the maximum benefit amount of \$10,000. Benefits will be provided to the Postdoc for:

- 1) medical services required for evacuation to the nearest adequate medical facility; and
- 2) escort services, if the Postdoc is disabled and on the recommendation of a physician; and
- 3) ambulance service to the nearest airport and air ambulance upon departure; and

- 4) air transportation costs to return the Postdoc to his home country, a stretcher, oxygen or other special medical arrangements are covered if the attending physician states in writing that such services are medically necessary;
- 5) expenses above the cost of a return airfare ticket held by the Postdoc, or in the absence of a ticket, the cost of an economy airfare ticket.

WORKERS' COMPENSATION INSURANCE

California's Workers' Compensation laws guarantee prompt, automatic benefits to workers injured on the job. If you cannot work because of an industrial injury, Workers' Compensation pays your medical bills and provides compensation to help replace your lost income until you can return to work. The benefits guaranteed under Workers' Compensation are:

- Medical care to cure or relieve the effects of the industrial injury,
- Compensation payments to help replace lost wages,
- Permanent disability benefits to compensate for diminished earning capacity, and
- Vocational rehabilitation services to help in returning to work.

The term "industrial injury" is used to describe any injury, illness, or disease which results from work or working conditions, and which occurs during the employee's service to UC.

Under the guidelines of this program, it is your responsibility to:

- Report work-related injuries and illnesses promptly to your supervisor and to cooperate with UC's efforts to provide timely, fair, and equitable benefits pursuant to state laws and UC procedures.
- Comply with all Occupational Safety and Health Standards (OSHA) and rules, regulations, and orders, which are applicable to your own actions and conduct.
- Take every reasonable precaution to work in a safe manner and not put yourself or others at risk.
- Not remove, displace, damage, destroy, or carry off any safety device, notice, or warning furnished for use in any place of employment or interfere in any way with the use thereof by any other person.
- Use safety gear provided to you to be able to perform work tasks in a safe manner.
- Learn about potential job hazards and observe potential warning signs.
- Immediately inform your department about your work restrictions and/or capabilities as outlined by your physician when you are ready to return to work.

The University of California is self-insured and contracts with Professional Risk Management, a third-party administrator, to manage Workers' Compensation claims.

Each UC location has a Worker's Compensation Manager who can answer questions about your injury and/or claims and benefits processes as they relate to your injury. You can find the current list of UC Workers' Compensation Managers at <http://www.ucop.edu/riskmgmt/wcmdir.html>.

BUSINESS TRAVEL ACCIDENT INSURANCE

What's Covered

When traveling on official University business, you will be covered worldwide 24-hours a day for a variety of accidents and incidents while away from the workplace. This coverage includes:

- Accidental death
- Accidental dismemberment
- Paralysis
- Permanent total disability benefits

Travel Assistance Services when business traveler is 100+ miles from home or workplace include:

- Emergency medical evacuation and repatriation
- Repatriation of remains
- Security extraction
- Out-of-country medical
- Loss of personal effects and
- Other travel assistance services

Coverage is also provided to a spouse/domestic partner and dependent child(ren) when accompanying you on an official University business trip.

Remember that medical coverage for emergencies arising during vacation or pleasure travel, is provided by your PSBP health plan: either the Health Net HMO or PPO. Please refer to the “Health Plans” section of this booklet for details. Similarly, Repatriation/Medical Evacuation coverage during non-business travel is provided to the Postdoc by the Standard Insurance Company and is described in the preceding “Life & Accident Insurance” section of this booklet.

How to Register

This insurance coverage is provided at no cost to you, but you must register to ensure coverage for each business trip. You must register online (<http://www.uctrips-insurance.org>) all out-of-state and foreign country business trips to ensure coverage. Coverage is automatic for business travel within the state and registration is not required for those trips.

Upon registration, you will receive confirmation of coverage for your trip and information to use in an emergency while traveling on University business both domestically and abroad. A summary of coverage and claim forms are also available at <http://www.uctrips-insurance.org>.

The registration will ensure coverage for you while traveling on official University business. Your registration information will serve to verify eligibility to the insurance company in the event you submit a claim, use any benefit, or request travel assistance services.

Travel Assistance Services Available

In addition to the insurance protection provided by the insurance plan, ACE USA has arranged with Europ Assistance USA to provide you with access to its travel assistance services around the world, which include:

- Medical Assistance including referral to a doctor or medical specialist, medical monitoring when you are hospitalized, emergency medical evacuation to an adequate facility, medically necessary repatriation and return of mortal remains.
- Personal Assistance including pre-trip referral information (such as immunization requirements, appropriate medical exams and treatments, passport and visa requirements, weather, health warnings and travel hazards) and while you are on a trip: emergency medication, embassy and consular information, lost document assistance, emergency message transmission, emergency cash advance, emergency referral to a lawyer, translator or interpreter access, medical benefits verification and medical claims assistance.
- Travel Assistance including security extraction, emergency travel arrangements for the return of your traveling companion or dependents, and vehicle return.

Your Beneficiaries

For purposes of Accidental Death benefits, the designated beneficiaries are the same as those named on the University-provided basic group life insurance, unless you make a separate beneficiary designation.

You can change your beneficiary designation on the At Your Service Web site (<http://www.atyourservice.ucop.edu>). The beneficiary designation remains in effect until it is either changed or revoked. The beneficiary designation does not automatically end with the return from a business trip.

Additional information including claim forms, frequently asked questions, and a coverage summary is available online at <http://www.uctrips-insurance.org>.

DISABILITY INSURANCE

An unexpected injury or illness that keeps you out of work can be financially devastating. To minimize the impact of such a potentiality for the Postdocs, the University has purchased insurance for your income should you be disabled and out of the workplace for up to six months. A brief description of that short-term plan is provided below. The Postdoc has the option of continuing the salary protection – at your own expense - beyond the six months of coverage provided by UC. A brief description of that voluntary Long-Term Disability (LTD) plan is also below. At the time of enrollment, you will be prompted to elect the LTD plan if you so desire. You may only enroll in the LTD during your PIE – it is not available as an Open Enrollment election.

Short-Term Disability (STD) – provided and paid for by the UC PSBP

The STD plan provides coverage for non-work related disabilities and pays short-term benefits if you are unable to work due to a pregnancy/childbirth, disabling injury, or illness. In order to receive benefits, you must be under a doctor's direct and continuous care and your illness or injury must not be work-related.

- The plan can pay 60% of the first \$1,667 weekly pre-disability earnings, up to a maximum of \$1,000 per week, for up to six months.
- The PSBP Benefit Waiting Period is zero days for disability caused by an accidental injury and seven days (five working days) for disability caused by sickness or pregnancy.
- During the five working day waiting period, the Postdoc can remain on full pay status through the use of accumulated sick leave.
- The Postdoc STD plan covers non-occupational (work related) disability only.
- Partial disability is allowed during both the benefit waiting period and while benefits are payable.
- STD benefits continue for a maximum of 180 days, as long as the attending physician certifies a continuing disability.

Additional information about the STD plan and its implementation, as well as claim forms, can be found in this booklet on the section regarding Leave Time; or by referring to the Postdoc Web site (<http://www.garnett-powers.com/postdoc>) or contact the PSBP Campus Coordinator.

Long-Term Disability (LTD) – Voluntary and Paid For By the Postdoc Scholar

The LTD plan offers the Postdoc continued income protection after the Short-Term Disability coverage ends at 180 days. LTD payments can continue while you remain disabled up to age 65.

- The LTD plan pays 60% for the first \$7,500 of your monthly pre-disability earnings with a maximum monthly benefit of \$4,500.
- The Benefit Waiting Period is 180 days of disability.
- The benefit is reduced by, but not limited to Workers' Compensation, State Disability Insurance and/or Social Security.
- A survivor benefit equal to three months of gross benefit is payable to a surviving spouse or child if you should die while receiving LTD benefits.
- Partial disability is allowed during both the benefit waiting period and while benefits are payable.

- Some disabilities have limited benefit duration: Mental/Nervous, Drug/Alcohol and Soft Tissue conditions are covered for 24 months during your lifetime.
- A pre-existing condition exclusion with a 90-day pre-existing condition period/12 month exclusion period is included
- An Employee Assistance Program (EAP) in partnership with Horizon Behavioral Services includes legal and financial counseling, up to three face-to-face assessment and counseling sessions and WorkLife services.
- LTD benefits end automatically on the earliest of: the date you are no longer disabled; the date your maximum benefit period ends; the date you die; the date benefits become payable under any other LTD plan under which you become insured through employment during a period of temporary recovery; and/or the date you fail to provide proof of continued disability and entitlement to these benefits.

To become insured in the Long-Term Disability plan, you must elect coverage during your Period of Initial Eligibility; you must be a regular, full-time Postdoc Scholar and actively at work at least 20 hours each week; and a U.S. Citizen or an international scholar residing in the United States or Canada.

At the time of this writing, the monthly cost to the Postdoc for Long-Term Disability enrollment is \$5.99 per month deducted from your paycheck – or paid by check if you are a Postdoc Fellow or Paid Direct. That rate is subject to renegotiation and change every January 1.

LEAVE TIME

This is a summary of the various types of leave available to the UC Postdoc Scholar. You will find a more complete description of this information in the University of California Academic Personnel Manual (APM), section 390 Policies for Postdoctoral Scholars. The APM can be accessed online at <http://www.ucop.edu/acadadv/acadpers/apm/apm-390.pdf>. Other summary information is available locally at the Office of Graduate Studies Web site <http://gradstudies.ucdavis.edu/Postdocs/appointments.html>.

TIME OFF (IN LIEU OF VACATION LEAVE)

Postdoc Scholars do not earn Vacation Leave. Instead you are to be granted approximately four weeks per year (excluding University holidays) of time off. You, the Postdoc, are expected to take this time off in the intersession and recess period between the beginning of Fall Term and the end of Spring Term. If your training and research program involves work during these periods, it is expected that the faculty mentor will approve time off at another mutually agreeable time. It is up to you, together with your PI and Department to determine a way to ensure this time off is granted each year. This is paid time off and it does not carry forward if not used each year.

SICK LEAVE

Postdoc Scholar-Employees (title code 3252) are eligible for paid sick leave of up to 12 days per 12-month period of an appointment. If you are a Postdoc Fellow (t/c 3253) or Paid-Direct (t/c 3254) you are also eligible for the same leave, unless the extramural funding agency has different sick leave requirements. Postdocs with exceptions for less than 12-month appointments are eligible for sick leave in proportion to the appointment period (i.e. three-month appointment = 3 days Sick Leave entitlement). The initial 12 sick days will be granted at the beginning of the first appointment year. Thereafter sick days accrue at the rate of one day per month. Unused balances do carry forward to subsequent years of a Postdoc Scholar appointment. However, unused balances do not carry forward to other University titles should the Postdoc appointment change to an accruing faculty or staff title (e.g. Specialist, Staff Research Associate). Postdoc accrual and use of LEAVE TIME is not entered into the UC Payroll data base, PPS.

Rather, your Postdoc leave balances are to be recorded on a paper log in the department or laboratory where you work. These logs should be maintained continually, approved and signed monthly by both you the Postdoc, and the PI or Lab Administrator.

LEAVES OF ABSENCE

Personal Leave

Departments, in consultation with the Dean of Graduate Studies, may grant personal leave to a Postdoc Scholar. Such approved leave is without salary and the Postdoc may be required to pay for continuation of PSBP benefits during the leave. Should you need to request a personal leave, you should first contact with your PI or Department Manager to determine the nature and duration of the leave and the impact upon your time-in-Postdoc status. PSBP benefit eligibility during the leave should be discussed with the PSBP Coordinator who will assist with the necessary benefit continuation arrangements.

Family and Medical Leave (FMLA)

A Postdoc Scholar who has been appointed at least twelve months at UC and has worked at least 1,250 hours in the 12 months immediately preceding the leave is eligible for leave time under the Federal Family Medical Leave Act of 1993. FMLA may be requested for the Postdoc's own serious health condition; or to care for a spouse, child, or parent who has a serious health condition; to care for a child following birth or placement by adoption or foster care; or for pregnancy disability.

- FMLA is an entitlement of up to 12 weeks of unpaid leave in a calendar year.
- The provisions of FMLA guarantee continuation of PSBP health benefits (medical, dental and vision) with UC premium payment for that 12-week leave period.
- FMLA guarantees restoration to the same Postdoc position upon conclusion of the leave.

Pregnancy Disability Leave (PDL)

This is a maternity leave entitlement under California law that serves to guarantee leave entitlement for the pregnant Postdoc who may not qualify for FMLA (e.g. the Postdoc has not completed 12 months of qualifying time in title). The Pregnancy Disability Leave is applicable while the Postdoc is disabled due to pregnancy – typically the two weeks before and six weeks after delivery – up to a maximum of four months if medically necessary. Where applicable, FMLA entitlements run concurrently with the PDL entitlement – they are not additive and do not equate to a seven-month entitlement.

- The maximum PDL maternity leave time off is four months
- The PDL does not guarantee continuation of PSBP health benefit premium payment for the leave period.
- The Postdoc will be expected to assume responsibility for the medical, dental and vision plan premiums unless the leave is covered by Short Term Disability payments.

California Family Rights Act (CFRA)

This California law provides the Postdoc with an additional 12-week entitlement for family and medical leave unrelated to pregnancy disability. This entitlement can be used for one's own serious medical condition or that of a family member; or to care for a newborn child or recently placed adopted or foster child. The CFRA entitlement does run concurrently with FMLA but does not run concurrent with PDL.

Pay Status while on FMLA, PDL, and/or CFRA

FMLA, PDL and CFRA leaves are **unpaid** except to the extent that the Postdoc elects to use part or all of their accumulated Sick Leave and/or Time Off to remain on 100% pay status during a portion of FMLA leave. Once the Sick Leave and/or Time Off balances are exhausted, the leave is without pay.

Except if the Postdoc's FMLA leave is due to his/her own medical disability, then the Postdoc would be eligible to file a claim under the PSBP Short Term Disability (STD) insurance coverage. If approved, the Postdoc would receive a benefit equal to 60% of their salary (after a seven calendar/five work day waiting

period). This benefit continues for a maximum of six months as long as the leave is deemed medically necessary by the attending physician. The University does continue to pay PSBP health plan premiums during approved STD payment periods.

If, at the end of the six-month STD period, the Postdoc remains disabled (as certified by the attending physician), any continued leave is without salary. Except for the Postdoc who may be eligible to file for continued salary replacement benefits under the PSBP Long Term Disability (LTD) insurance plan. If the Postdoc purchased LTD coverage during their Period of Initial Eligibility at the time of initial appointment, the benefit will continue to be paid (60% of pre-disability earnings up to \$1,000/week) for the duration of the disability until age 65. Information about filing an LTD claim can be obtained from the Postdoc Customer Service Representative at Garnett-Powers at 1-800-254-1758.

A chart summarizing the interface between the Postdoc leave entitlement and income appears after the Paternity Leave section below. Also included are Frequently Asked Questions (FAQs) about the maternity disability leave plans and payments.

Paternity/Parental Leave

Postdoc Scholars are eligible for Parental Leave under policy 760.27 of the UC Academic Personnel Manual (<http://www.ucop.edu/acadadv/acadpers/apm/sec5-pdf.html>). In essence this policy entitles the Postdoc to a one year paternity leave, but that leave is entirely without pay. Because the paternal Postdoc is not medically disabled, s/he is not eligible to apply for Short- or Long-Term Disability salary replacement during a Parental Leave.

However, if the Postdoc files for the 12-week FMLA entitlement during a Parental Leave (also without pay), the University will continue to fund the PSBP health benefits for that first three months. At the conclusion of the FMLA component of the Parental Leave however, the Postdoc will assume responsibility for payment of the monthly PSBP health care premiums. Information and assistance in this regard can be obtained from the PSBP Coordinator in Campus Benefits.

Postdoc Maternity Disability Leave And Pay – Frequently Asked Questions

I've read that pregnancy disability is only six weeks, but on the spreadsheet you sent me there are eight weeks covered – why?

- The confusion arises because there is a disability leave entitlement of two weeks before delivery and six weeks after delivery. However, the Postdoc who elects to remain at work up to the date of delivery forfeits the two-week leave entitlement before the due date. Their STD clock will only start on the actual date of delivery and cover the six-week postpartum entitlement. Additionally, that Postdoc must still satisfy the five working-day waiting period before STD payments begin. For example: a Postdoc works all day Thursday, November 29 and delivers on Friday, November 30. Her STD claim form is filed citing these dates as well as the mandatory five day Sick Leave usage which covers Friday, November 30, and Monday, December 3 through Thursday, December 6 inclusive. STD payments would begin on Friday, December 7 and continue for five additional weeks ending on Friday, January 11*.

Total paid time for this Postdoc would be six weeks: one week @ 100% SL + five weeks STD @ 60%.

*The six-week postpartum entitlement can only be extended by medical necessity as documented by the treating physician. Postdocs who deliver by cesarean section can request an additional two weeks postpartum payment, but that will be reviewed by the STD carrier and decided on a case-by case basis.

Is it really eight weeks paid time-off for Postdocs (= one week at 100% with Sick Leave [SL] hours and then seven weeks at 60% via Short Term Disability [STD])?

- Yes, this can be a correct statement although it will vary on a case-by-case basis: The pregnant Postdoc is eligible to leave work two weeks before the expected due date. On that date she would file the STD Claim form. The two-week period before delivery would be paid by SL at 100% for five working days and STD insurance at 60% for five working days. On the day the baby is delivered, the six-week postpartum clock begins with that six-week period paid by the STD at 60%. The post-partum clock can only be extended as noted in the paragraph above*.

Total paid time for this Postdoc would be eight weeks: one week SL @ 100% + seven weeks STD @ 60%.

What happens if the Postdoc goes out two weeks before the due date but delivers early – say one week after going on maternity leave?

- The STD postpartum clock begins a week early in this case, on the date of birth, and continues for six weeks or more depending on medical necessity as discussed in the paragraph above*. This Postdoc would receive 100% Sick Leave pay for the week before delivery and then 60% STD pay for the six weeks after delivery.

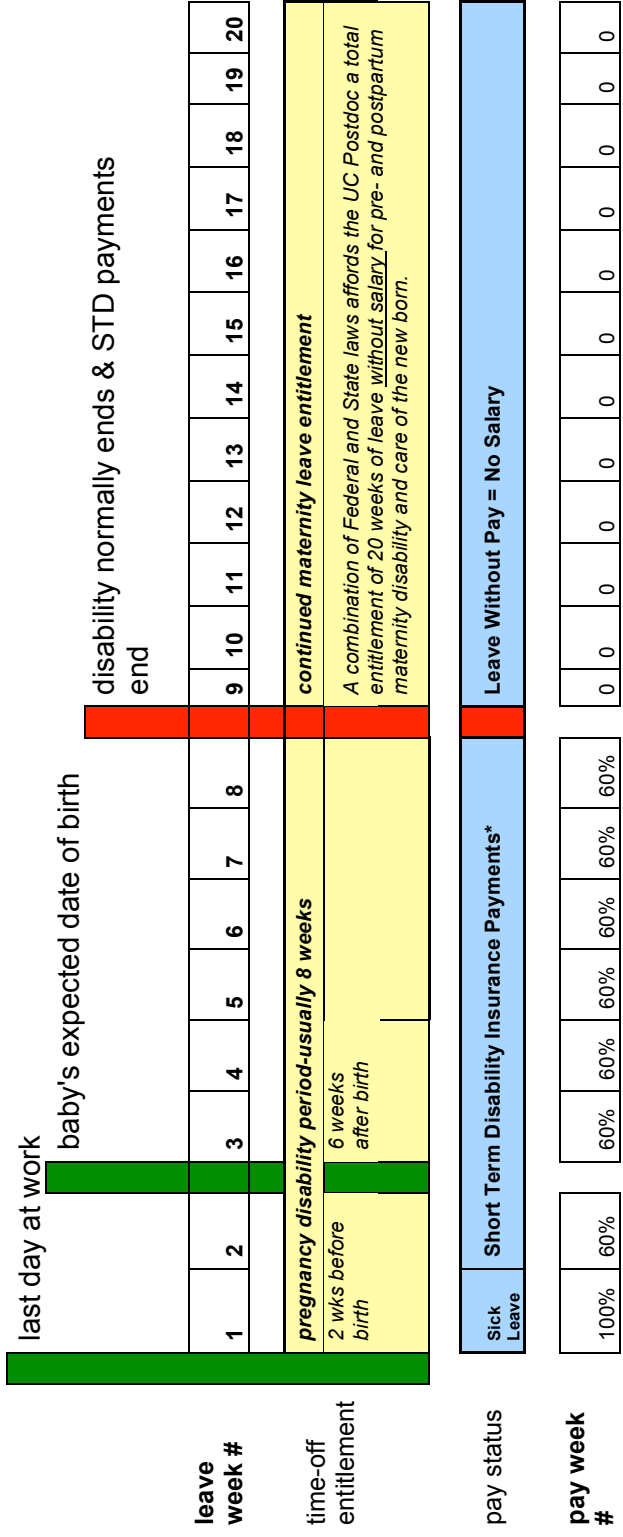
Total paid time for this Postdoc would be seven weeks: one week SL @ 100% + six weeks STD @ 60%.

What happens if the Postdoc goes out two weeks before the due date but delivers late – say one week past the original on due date?

- They remain on maternity leave and that time is paid by the STD insurance at 60%. The delay does not impact the postpartum clock which begins on the actual date of delivery and continues for six weeks – or more depending on medical necessity as discussed above*.

Total paid time for this Postdoc would be nine weeks: one week SL @ 100% + two weeks pre-partum STD @ 60% + six weeks postpartum STD @ 60%.

PREGNANCY / MATERNITY LEAVE CHART FOR UC DAVIS POSTDOC SCHOLARS



UC RETIREMENT and SAVINGS PLANS

POSTDOC SCHOLARS AND UC RETIREMENT

Postdoc Scholars are not eligible for membership in the basic **University of California Retirement Plan (UCRP)**. Time spent at UC in the any of the three Postdoc titles does not count towards University service credit.

Postdoc Scholars are eligible to participate in the **UC Retirement Savings Programs/Defined Contribution Plan (DCP)**. Time spent enrolled in the DCP plan does not count towards University service credit; and the University does not make matching contributions to your account. For some Postdocs, enrollment in the DCP Safe Harbor Plan will be mandatory and automatic; and for other Postdocs enrollment can be voluntary as follows:

POSTDOC SCHOLARS AND SOCIAL SECURITY

There are two parts to the Federal Social Security tax: **Medicare**, to which all UC employees will contribute; and **OASDI** (Old Age Survivors Disability Insurance) to which only some employees must contribute. **U.S Citizens, Permanent Residents, Resident Aliens and H1B, TN, J2, and J1 or F1 visa holders in the U.S. for more than five years are subject to both components of the Social Security law.** Deductions to satisfy both parts of the tax will be taken from your University paycheck each month.

The **Medicare** tax is mandatory and the University pays this to the Federal government. It is not optional nor is it refundable. It has no relationship to your Postdoctoral Scholar Benefit Program (PSBP) health plans. The current payroll tax rate for Medicare is 1.45% of earnings. It will appear on your payroll record as a “Medicare” deduction.

However, in lieu of the **OASDI** component of the Social Security program, the Federal law allows educational institutions to create an alternative “Safe Harbor” provision. At UC, the Safe Harbor is the **Defined Contribution Plan (DCP)**. Therefore, each month you will see a 7.5% deduction made from your salary and contributed to this Safe Harbor in your name. This deduction will be listed on your payroll record as “DCP Casual”. A booklet describing the University’s Defined Contribution Plan is included in this mailing. The University does not make matching contributions to the Safe Harbor plan.

You retain ownership of your DCP account while you are at UC and even after you leave University employment. This money can be returned to you when you terminate your employment. Meanwhile, UC will invest these funds in the UC Savings Fund, which accrues interest. There are a number of other investment options available to you for management of these funds while you are at the University. Later, when you leave the University, there will be a number of options for you to withdraw this money.

University recordkeeping for the DCP account is currently through a company called Fidelity (Fidelity Investments Tax-Exempt Services Company). The instructions for viewing your record at Fidelity are attached. You can access your record either online <http://www.netbenefits.fidelity.com> or by phone (1-866-682-7787). As you will read in the booklet, you can distribute your contributions amongst the various accounts available to you. There are also programs through which you can voluntarily contribute additional funds to save toward retirement.

The Fidelity customer service representatives are available to assist you with these decisions and to help you at the time your University appointment ends. Please don’t hesitate to contact them at the phone number listed above.

SERVICES FOR INTERNATIONAL STUDENTS AND SCHOLARS (SISS)

<http://siss.ucdavis.edu>

When a Postdoc is hired, who has what responsibility?

As with any recruitment or appointment, all campus search and recruitment requirements must first be satisfied (contact department for details). The Postdoc candidate, the hiring department, Services for International Students & Scholars (SISS), and the Office of the Provost must then work together to complete the hiring process.

The recruiting department is responsible for initiating the review of the Postdoc's eligibility for an appropriate visa status through consultation with SISS. Once eligibility and status have been determined, the department must compile materials as directed by SISS that document that the Postdoc's credentials and the proffered position meet the requirements for the desired immigration classification in relation to U.S. Department of Labor (DOL) and Department of Homeland Security (DHS) regulations. The department is also responsible for the preparation of DHS and DOL applications/petitions as directed by SISS.

The responsibilities of SISS are to facilitate the University's invitation and employment of international Postdocs; to advise the department regarding University and Federal regulations pertaining to the employment of foreign nationals; to provide complete information regarding various visa classifications and employment authorization; to provide instruction and assistance to the department concerning the appropriate application procedures; to monitor the processing of materials by government agencies; and to provide advocacy as needed. When necessary, SISS will make the final determination as to the appropriateness of a particular visa classification, petition, or strategy.

The Postdoc candidate is responsible for providing the necessary personal information and documentation that is necessary for SISS and the department to complete their responsibilities as outlined above.

Maintaining Your Legal Immigration Status for J-1 and H-1B Scholars

What is the difference between a visa and immigration status?

A visa is a travel document. The Postdoc's visa is issued by U.S. Department of State at an embassy or consulate outside of the United States. A visa allows the Postdoc to travel to the U.S. and to apply for admission with the Department of Homeland Security at the port of entry.

- The scholar must have a valid visa to travel to/enter the U.S. (unless visa exempt)
- A visa does not guarantee admission to the U.S.
- A visa does not control status or employment in U.S. Therefore, it is possible to work legally in the U.S. while having an expired visa.

The Postdoc's status is what makes it legal to be in the United States and work. The Postdoc's immigration status is determined by the Department of Homeland Security on Form I-94 either upon entry or on change/extension of status approval notice (Form I-797). The Form I-94 indicates the class of admission (J-1 or H-1B) and the period of authorized stay, which is expressed with an expiration date for Postdocs in H-1B status, and "D/S"—Duration of Status—for Postdocs in J-1 status. The duration of status for J-1 Postdocs depends on the program start and end dates on the Postdoc's DS-2019 Form.

Maintaining Your Legal Immigration Status

All J-1 scholars must attend a new scholar orientation at SISS offered every Thursday morning. Call (530) 752-0864 ext 0 for required advanced registration.

For Postdocs in J-1 Status, the following is a checklist to maintaining your legal J-1 status in the United States.

- SEVIS validation: An exchange visitor's SEVIS record must be validated no later than 30 days after the program start date. To make sure this is done you must check in at SISS and provide your local Davis area address. (Any subsequent changes in address must be reported to SISS within 10 days.) Validation is a way to inform SEVIS that the Postdoc has arrived and is ready to begin his/her program.
- Maintain required documents: Exchange visitors are at all times expected to maintain a:
 - o Valid DS-2019 Form
 - o Valid passport: You should keep your passport valid for at least six months into the future while you are in the U.S. Consult your country's consulate or embassy in the U.S. to renew your passport. You can find the contact information for your consulate at <http://www.state.gov/s/cpr/rls/fco>.
 - o I-94 marked D/S
- Duration of status: D/S stands for "duration of status" and refers to the program period listed at item 3 on Form DS-2019. The definition of J-1 "duration of status" is the period specified on Form DS-2019 plus a period of 30 days.
- Engage in appropriate activities: Each J-1 category has a definition and expectations for the activities of the exchange visitor, which must be met. For example, a student is expected to carry a full-time course of study, a research scholar or professor is here to perform research or teach.
- Be employed only with authorization: Unauthorized employment is a violation of program status. An exchange visitor's participation is subject to termination when s/he engages in unauthorized employment.
- Carry health insurance: Every exchange visitor (both J-1 and J-2) is required to obtain health insurance which meets the minimum requirements specified at 22 C.F.R. § 62.14. This insurance must be maintained throughout the entire program participation period.

For Postdocs in H-1B status, the terms of your employment at UC Davis are set by the academic personnel policy applicable to the title series to which you are appointed. This visa petition does not modify those terms. Should you have any questions, please contact your department chairperson.

- Changes in employment: SISS must be notified prior to any changes in your UC Davis appointment, including changes in title, duties, percentage of appointment, salary or location, as it may be necessary to file a new petition with the US Citizenship and Immigration Services. If you wish to change jobs or to accept additional employment, consultant fees, or honoraria, it may be necessary to first file a new H-1B petition to avoid jeopardizing your legal status. Reimbursement for transportation and expenses for activities at another institution, such as giving a lecture, may be possible if the activity is incidental to the UC Davis employment. Please consult with SISS regarding questions about such proposed activities.
- Report address changes: Report changes of address within 10 days of the address change. You will need to use Form AR-11. You should also report your change of address to SISS.

- Note: There is no equivalent to the health insurance requirement for Postdocs in J-1 status. However, all Postdocs in H-1 status should be receiving health insurance benefits from the University, since their benefits should be the same as other U.S. employees in the same position.

Tax information

SISS provides Web-based assistance in completing federal income tax forms for all international students and scholars at UC Davis. Informational workshops are provided for California state tax assistance. For questions regarding payroll tax issues see Ann Marie Scott (ascot@ucdavis.edu) or Cindy Fenton (cfenton@ucdavis.edu) at Accounting and Financial Services.

Switching Labs at UC Davis, or Switching to Another University

Postdocs in either H-1B or J-1 status should contact SISS prior to any change in employment, including a change in labs or moving to another university.

Spouses and Family Needs

SISS offers a workshop for spouses each fall term. An information packet for spouses can be picked up at SISS at any time during the year. Information for spouses and families can also be found on the SISS web site in the Resources section.

Additional Information

For additional information see the SISS Web site at <http://siss.ucdavis.edu>, or call (530) 752-0864.

PROFESSIONAL AND CAREER DEVELOPMENT OPPORTUNITIES FOR POSTDOCTORAL SCHOLARS

CAREER ADVISING

The Internship and Career Center – Graduate Student and Postdoctoral Scholar Career Services Program Area

The Internship and Career Center (ICC) works in collaboration with the Office of Graduate Studies and the Professional Development Series program to provide comprehensive career services for UC Davis graduate students and Postdoctoral scholars.

The Internship and Career Center offers a variety of services to meet the needs of Postdoctoral scholars and guide you through the job search process. Services include career advising for the public or private sectors, as well as academia. Discussion of executive job search techniques and strategies, the application process, the curriculum vitae or resume and the interview process are among the many programs offered.

Throughout the academic year, the ICC offers a variety of workshops and panel discussions on career and professional development issues of concern to graduate students and Postdoctoral scholars. Workshops on C.V. writing, career options, applying and interviewing for faculty positions, transferable skills, negotiating your first faculty position, and many other topics relevant to those with an advanced degree are offered through the Internship and Career Center. For a full listing of this quarter's offerings go to <http://iccweb.ucdavis.edu/graduates/Events.htm>.

All Postdoctoral scholars are encouraged to take advantage of these opportunities by visiting Graduate Student and Postdoctoral Career Services on the Third Floor of South Hall. Web-based resources and information about services and contacts are available at <http://iccweb.ucdavis.edu/graduates>.

GETTING INFORMATION VIA GRADLINK, FACEBOOK AND TWITTER

GradLink, Facebook and Twitter are social media networks designed to serve UC Davis graduate students, Postdoctoral scholars, and the campus community. These outlets publish event announcements and news of interest about graduate programs, graduate student and Postdoctoral scholar accomplishments, updates from the Dean of Graduate Studies, and other information that impacts graduate and Postdoctoral education at UC Davis. For more information on *GradLink*, go to <http://www.gradstudies.ucdavis.edu/publications/gradlink/index.html>. For Facebook, go to <http://www.facebook.com/group.php?gid=14746938151> and for Twitter go to <http://twitter.com/ucdgradstudies>.

PATHWAYS CAREER SYMPOSIUM

The annual Pathways Graduate Student and Postdoctoral Scholar Career Symposium assists graduate students and Postdoctoral scholars with their professional and career development through a day of panel discussions, workshops and a networking luncheon. This event is co-sponsored with the Internship and Career Center. Workshop sessions run concurrently throughout the day on a variety of career development topics both within academia and in the private and public sectors. Distinguished speakers include professionals from academia, industry and government. Topics include:

- Negotiating Your First Faculty Position
- Managing a Research or Lab Group
- Writing the Teaching Philosophy Statement
- Negotiating Your First Position in Industry
- An Inside Look at an Interview in Industry
- Building Your Teaching Experience
- Careers in Government
- Careers in the Sciences Beyond Academia
- From Postdoc to Principal Investigator
- Interview Etiquette
- How to Survive and Thrive in a New Faculty Position

For more information or to register for this event which takes place annually on the UC Davis campus visit <http://iccweb.ucdavis.edu/graduates/pathway.htm>.

UC DAVIS PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Professional Development Series (PDS)

The Professional Development Series (PDS) provides a variety of training opportunities on topics of professional development interest to graduate students and Postdoctoral scholars. PDS is offered by the Office of Graduate Studies and co-sponsored by other UC Davis units. Topics include:

- Writing Competitive Grants
- Overcoming Writer's Block
- How to Give a Professional Talk
- Human Subjects Review
- Revising for Graduate Students and Postdocs
- Writing a Curriculum Vitae
- Applying and Interviewing for Faculty Positions
- Translating the Advanced Degree – Transferable Skills Workshop
- Career Assessment Series

For a current listing and descriptions of all PDS sponsored or co-sponsored workshops please visit <http://iccweb.ucdavis.edu/graduates/pds>.

Professors for the Future

Professors for the Future is a year-long competitive fellowship program designed to recognize and develop the leadership skills of outstanding graduate students and Postdoctoral scholars who have demonstrated their commitment to professionalism, integrity, and academic service. This unique program sponsored by the Office of Graduate Studies focuses on the future challenges of graduate education, Postdoctoral training, and the academy. Professors for the Future (PFTF) is designed to prepare UC Davis doctoral students and Postdoctoral scholars for an increasingly competitive marketplace and a rapidly changing university environment. PFTF Fellows receive a \$3,000 stipend.

Fellows are selected from nominations by faculty, administrators, fellow graduate students or Postdoctoral scholars based on a written application and interview process that demonstrates a desire to contribute to graduate education and/or Postdoctoral training by designing and completing a project beneficial to other students and scholars. To be eligible for the program, Postdoctoral scholars must have an appointment that extends through the year of their fellowship. For more information and application materials please visit <http://gradstudies.ucdavis.edu/pftf>.

Responsible Conduct of Research Seminar Series

The Responsible Conduct of Research (RCR) program features a lunchtime seminar series with invited speakers. Previous topics have included Conflict of Interest, Mentor/trainee relationships, Research Misconduct, Research Collaboration, Data Acquisition and Management, Authorship and Publication, and Animal Welfare. The program services the majority of the training grants that carry a requirement for RCR training. For more the latest schedule of seminars visit <http://www.innovationaccess.ucdavis.edu/home.cfm?id=OVC,10,1622>.

UC Entrepreneurship Academy

The UC Entrepreneurship Academy is a one-week business development program designed for science and engineering Ph.D. students, Postdocs, and research faculty who want to learn to commercialize their research, explore business development before heading into a career in industry, or take the first steps toward launching a new venture.

The one-week intensive program provides researchers with the knowledge and networks that enable scientists and engineers to effectively move their research into the markets – where it can make a difference.

Through a combination of lectures, exercises and team projects, participants gain the ability to recognize, develop and communicate potential commercial opportunities arising from their research. and to tap the social networks linking them to the entrepreneurial community of investors and stakeholders. More information is available at <http://entrepreneurship.ucdavis.edu/bizdev.php>.

Business Development Certificate Program

Through a year-long program, Fellows take a series of five Graduate School of Management (GSM) courses on innovation, technology management, new ventures, and business development under the guidance of GSM faculty, investors and entrepreneurs – all designed to give them a solid foundation in business development and the skills they need to move their ideas from the lab to the marketplace.

This certificate is available to graduate students and Postdocs from across the University on a limited basis, with priority given to doctoral students in science and engineering. Up to nine Fellows are offered

each year and fellowships cover tuition costs for courses at the GSM. Visit <http://entrepreneurship.ucdavis.edu/fellows.php> to apply.

Staff Development & Professional Services (SD&PS)

These services and courses are primarily for career staff; however, Postdocs can contact SD&PS (sdps@ucdavis.edu) to see if space is available in a desired class. The various “Brown Bag Series Seminars” (*Career Catalyst, Work Life, Health Awareness*) are open to the campus community and no enrollment is required to attend (http://www.hr.ucdavis.edu/Work_Life/brownbag). Staff Development home page: <http://sdps.ucdavis.edu>.

FUNDING AND AWARDS FOR POSTDOCTORAL SCHOLARS

UC DAVIS POSTDOCTORAL SCHOLARS ASSOCIATION (PSA) TRAVEL GRANTS

The PSA Travel Grant is a grant (contingent on continued funding) for UC Davis Postdoctoral scholars who need financial support to present their work at conferences. Postdoctoral Scholars with full support to travel to conferences may apply, however priority is given to Postdoctoral scholars with limited or no funding. Up to 15 awards are available per year, depending on funding. Postdoctoral scholars at UC Davis may receive this award only once. PSA Travel grant recipients may be asked to help with the review process for future cycles. For information about the application process please visit <http://Postdocs.ucdavis.edu/awards/awards.html>.

EXCELLENCE IN RESEARCH AWARD FOR POSTDOCTORAL SCHOLARS

The Excellence in Research Awards are offered to recognize the vital role that Postdoctoral Scholars play in maintaining the reputation of excellent research at the UC Davis by evaluating innovation in research, impact on the field, and research productivity and quality. The awards are co-organized by the Postdoctoral Scholars Association and the Office of Graduate Studies. Contingent on funding, several monetary awards including a certificate of recognition will be made year. For further information, go to <http://Postdocs.ucdavis.edu/awards/awards.html>.

POSTDOCTORAL SCHOLAR EMPLOYMENT OPPORTUNITIES AT UC DAVIS

To check for advertised UC Davis Postdoctoral positions visit <http://gradstudies.ucdavis.edu/employment/Postdoc.html>. Please keep in mind that this site does not contain a complete listing of Postdoc positions available. In general, the most successful strategy to find Postdoctoral employment at UC Davis (or any academic institution) is to contact faculty members directly about the possibility of working in their research group.

ADDITIONAL TOPICS

Activities and Recreation Center

Postdocs are eligible to join (requires membership fee) under the title of “UC Davis Student Affiliates” (<http://campusrecreation.ucdavis.edu/arc>).

Arboretum

- 100 acres of beautiful gardens for active recreation or peaceful contemplation
- Winding paths for walkers, joggers, or bicyclists, benches and picnic tables
- Documented plant collections for teaching and research
- Exhibits and demonstration plantings where visitors can learn about sustainable gardening for the Central Valley
- Guided tours, family programs, classes and workshops led by UC Davis experts (<http://arboretum.ucdavis.edu>).

Bike Barn

Located on campus: performs bike repairs, sells bikes and bike accessories, rents bikes, and provides free compressed airs for filling bike tires (<http://bikebarn.ucdavis.edu>).

Bookstore

There are six affiliated campus bookstores with the main store located in the Memorial Union (MU). The MU bookstore includes textbooks, literature, paper products, art supplies, campus gifts/souvenirs, and computer sales (<http://bookstore.ucdavis.edu>).

Breastfeeding Support Program

Provides lactation sites with electric breast pumps, registration and orientation sessions, private consultation, and sales of supplies for mothers who wish to continue breastfeeding their infants after returning to school or work (530) 752-5415 or <http://www.hr.ucdavis.edu/worklife-wellness/Life>.

Campus Committees/Service

There is no campus expectation for Postdoctoral scholars to serve on UC Davis campuswide committees. While the Chancellor's Administrative Advisory Committees have specific membership requirements that include faculty, staff, and students, Postdoctoral fellows are not required to sit on such committees. However, Postdocs are welcome to apply to serve on committees for which they are eligible (<http://chancellor.ucdavis.edu/aac>). Contact: Mary McLaughlin, (530) 752-4964, mbmclaughlin@ucdavis.edu.

Childcare and Family Services

There are many childcare programs on and near the UC Davis campus. For more information on Childcare and Family Services, contact the Human Resources Administration Building at (530) 752-5415 or go to <http://www.hr.ucdavis.edu/worklife-wellness/Life>. Work/Life is the principal resource on campus for information, referrals, and advising, and serves as the university's liaison with the on-campus day care centers and City of Davis Child Care Services.

The following childcare programs are located on the UC Davis campus. Many of these programs operate on a first-come, first-serve basis. Contact to inquire about a waiting list.

- Hutchison Child Development Center, (530) 752-3301. This childcare center is operated by Bright Horizons (<http://www.brighthorizons.com/index.aspx>). For more information, e-mail Robin Sweeney (robin.sweeney@brighthorizons.com).

- LaRue Park Child Development Center, (530) 753-8716; For more information, e-mail Tami Gieske: laruecdc@ucdavis.edu; <http://www.davischildcare.org>
- Russell Park Child Development Center, (530) 753-2487 or <http://www.davischildcare.org>. For more information, e-mail Tanya Chordas (russellcdc@ucdavis.edu).
- The Center for Child and Family Studies, (530) 752-2888 or <http://ccfs.ucdavis.edu>. For more information, e-mail Molly Logan Jones (mloganj@ucdavis.edu).

Craft Center

More than 100 classes are offered to develop your creative skills

(<http://campusrecreation.ucdavis.edu/cms/internal.aspx?uid=ae2ca625-c8e3-46e7-9563-72ead3b5461e>).

Computing Accounts

To set up and manage your account or change your contact information in the UC Davis directory

(<https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi>).

Counseling Services

Currently employed Postdocs are eligible to use the free services of the Academic and Staff Assistance Program, which provides assessments, intervention, consultation, referrals

(<http://www.hr.ucdavis.edu/ASAP>).

Dining On Campus

Postdocs can pay for meals at campus dining halls (<http://dining.ucdavis.edu/index.html>). There are also fast food restaurants, a dining-in restaurant, (http://dining.ucdavis.edu/locations_retail.html), Starbucks, and the student-run Coffeehouse (<http://coffeehouse.ucdavis.edu>).

E-mail Accounts

To set up and manage your account or change your contact information in the UC Davis directory

(<https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi>).

Environmental Health and Safety

Includes health and safety classes (<http://ehs.ucdavis.edu>).

Experimental College

The Experimental College strives to provide a forum for learning and an outlet for individuals to share their interests and skills in an informal, cooperative setting. This is done by holding courses every quarter and through managing a community garden and a library (<http://asu.ucdavis.edu/experimentalcollege>).

Five-Year Maximum in Postdoc Title

<http://gradstudies.ucdavis.edu/Postdocs/appointments.html>

<http://gradstudies.ucdavis.edu/Postdocs/pds5year.pdf>

There is also a petition for a one-year exception:

http://gradstudies.ucdavis.edu/forms/Postdoc_petition_5yearlimit.doc

Graduate Council

The Graduate Council is responsible for all policies and procedures related to graduate education on the UC Davis campus as well as for the appointment of Postdoctoral scholars. Two Postdoctoral scholars are included by invitation. Typically leaders of the Postdoctoral Scholars Association fill this role.

(<http://gradstudies.ucdavis.edu/gradcouncil>)

ID Cards

Postdocs are eligible to get an employee ID card if they are hired at least 50% time and fully eligible for benefits. The IDs can be used at campus libraries and are linked to library borrowing privileges. ID cards can also be used at certain campus sites that offer employee discounts (e.g. the Mondavi Center). ID Cards, when linked to Aggie Cash, may also be used as a form of payment, for restaurants and dining rooms on campus, and some restaurants off-campus. ID information: <http://employeeID.ucdavis.edu>. Aggie Cash information: <http://www.MyAggieCash.com>.

Library Card/Privileges

Postdocs can obtain library borrowing privileges by visiting the library circulation desk and filling out a short application form. A UC Davis Employee Photo ID is required, and borrowing privileges can be linked to the card.

Listserv

The purpose of this list is to provide a forum for the exchange of information and ideas on a variety of topics relating to Postdocs at UC Davis. Including (but not limited to):

- Announcements from the Office of Graduate Studies (the office responsible for Postdoctoral affairs) and the UC Davis Postdoctoral Scholars Association.
- Facilitating and improving communication for all Postdocs on campus.
- Announcing and relaying relevant information with regard to workshops, campus meetings, career and fellowship opportunities.

This list is un-moderated. We welcome discussion of all issues of interest to the Postdoc community and you can write to the list by sending an e-mail to Postdocs@ucdavis.edu. All messages are sent to every member of this list – so with this in mind, please be respectful of people’s busy mailboxes and only post information relevant to this list. **Please DO NOT post advertisements (i.e. room for rent, items for sale) to this list.** Posting of advertisements may result in your removal from the list. This is an open list. Anyone may join. While we expect this list will consist mainly of Postdocs, you may want to consider that discussions may be read by other members of the campus community including administrators, staff and faculty, as well as your peers. (<http://postdocs.ucdavis.edu/about/listserv.html>)

Living in Davis

- About Davis: http://gradstudies.ucdavis.edu/prospective/living_in_davis.html
- Davis Community Network: <http://www.dcn.davis.ca.us>
- Davis Community Wiki page: <http://daviswiki.org>

Media and Social Networking

GradLink, Facebook and Twitter are social media networks designed to serve UC Davis graduate students, Postdoctoral scholars, and the campus community. These outlets publish event announcements and news of interest about graduate programs, graduate student and Postdoctoral scholar accomplishments, updates from the Dean of Graduate Studies, and other information that impacts graduate and Postdoctoral education at UC Davis. For more information on *GradLink*, go to <http://www.gradstudies.ucdavis.edu/publications/gradlink/index.html>. For Facebook, go to <http://www.facebook.com/group.php?gid=14746938151> and for Twitter go to <http://twitter.com/ucdgradstudies>.

Mediation Services

Contact via phone: (530) 297-4480, e-mail mediation@ucdavis.edu or Web <http://mediation.ucdavis.edu>.

Minimum Postdoc Salary

<http://gradstudies.ucdavis.edu/facstaff/Salary%200809.pdf> (subject to change)

MyUCDavis

My UC Davis site includes e-mail, campus resources, links to At Your Service site, campus maps, parking, buses, etc. Requires UC Davis login and ID password: my.ucdavis.edu.

Housing

- Postdocs aren't eligible for on-campus housing, which is limited to students.
- UC Davis Community Housing Listing (<http://chl.ucdavis.edu>)
- Davis Community Network housing: (<http://www.dcn.davis.ca.us>)

Orientations

New Postdoc Orientations (one hour) are open to new and continuing Postdocs and include benefits information and an introduction to UC Davis. No pre-enrollment is required for the Postdoc Orientation. Dates and locations are listed at <http://postdocs.ucdavis.edu/careers/orientation.html>. Postdoc-specific orientations are open to ALL Postdocs, not just newly hired Postdocs. If Postdocs also want to attend the longer morning general new employee orientation at the University Club (which includes lunch) they must pre-enroll online or by calling Staff Services at (530) 752-1766. Dates, times, and directions on enrolling for the morning general (non-Postdoc specific) sessions can be found at <http://sdps.ucdavis.edu/browse/uc/be0001.htm>.

Resource Contact Information

- Benefits Coordinator: Kathleen Smith (katsmith@ucdavis.edu)
- Garnett-Powers (benefits): 1-800-254-1758, <http://www.garnett-powers.com/postdoc>
- Graduate Studies Specialist/Postdoc Hiring: Tracey Pereida (tgpereida@ucdavis.edu)
- Coordinator, Internship and Career Center: Teresa Dillinger (tdillinger@ucdavis.edu)
- Services for International Scholars/Students: <http://siss.ucdavis.edu> or siss@ucdavis.edu
- Postdoctoral Scholars Association: <http://postdocs.ucdavis.edu>
- Faculty Advisor to the Postdoctoral Scholars Assoc.: Jerry Hedrick (jlhedrick@ucdavis.edu)
- UC Davis Office of Graduate Studies: <http://gradstudies.ucdavis.edu>
- Dean of Graduate Studies: Jeff Gibeling (jcgibeling@ucdavis.edu)
- Fidelity (retirement): <http://www.netbenefits.fidelity.com> or 1-866-682-7787

Transportation and Parking Services (TAPS)

TAPS distributes campus parking permits and bike licenses <http://www.taps.ucdavis.edu>.

The most cost effective parking permit is an "L" permit which restricts you to one of five areas between the hours of 7:00 a.m. and 5:00 p.m. and then from 5:00 p.m. to 6:59 a.m. It is valid in any campus lot in any non-restricted parking space.