UCI School of Medicine

Office of Academic Affairs

Postdoc Appointment and Reappointment

February 2024

School of Medicine Academic Affairs

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Resources

- ◻ Academic Personnel Website (Postdocs): https://ap.uci.edu/postdoc/

  - Forms and Checklists
  - Salary Scales
  - Layoff / RIT
  - FAQ's

- ◻ NEW Postdoc Contract (eff. 12/9/22 – 9/30/27)

  https://ucnet.universityofcalifornia.edu/labor/bargaining-units/px/contract.html

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Postdoc Titles

(3252) Postdoc Employee – Paid via UC Irvine payroll; funds may come from PI's own grants

(3253) Postdoc Fellow – Paid via UC Irvine payroll, funded by <u>training fellowships and grants.</u>

- <u>Unit must supplement pay that is below the minimum thresholds</u>.

- <u>Must include agency letter</u>

(3254) Postdoc Paid-Direct – Comes with his/her own funds, *paid directly by an extramural agency*; <u>payment not processed through the UC Payroll System.</u>

- <u>Unit must supplement pay that is below the minimum thresholds</u>.

- <u>Must include agency letter (English translation & currency conversion to USD, if applicable)</u>

(3255) Postdoc Employee NEX – Not a commonly used title, contact Dean's Analyst for more info

(3256) Postdoc Interim – Permitted for UC graduates <u>only</u>; contact Dean's Analyst for more info

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Postdoc Salary Scales

Scale eff. as of 10/1/23

Range Adjustments
Annually on 10/1

POSTDOCTORAL SCHOLAR-EMPLOYEE
POSTDOCTORAL SCHOLAR-FELLOW
POSTDOCTORAL SCHOLAR-PAID DIRECT
INTERIM POSTDOCTORAL SCHOLAR-EMPLOYEE
Salary Admin Plan: T023 or T23N*

Postdoctoral Scholar Experienced-Based Salary/Stipend Minimum
Fiscal Year

Appointment Step for Postdoctoral Scholar Experience Level	Minimum Salary/Stipend Rates Paid for Experience Level 5/1/2022		Minimum Salary/Stipend Rates Paid for Experience Level 4/17/2022	Minimum Salary/Stipend Rates Paid for Experience Level 4/1/2023		Minimum Salary/Stipend Rates Paid for Experience Level 4/2/2023	Minimum Salary/Stipend Rates Paid for Experience Level 10/1/2023	
	Annual	Monthly	Hourly*	Annual	Monthly	Hourly*	Annual	Monthly
Level 0 (0 – 11 months): Grade L0	$55,632	$4,636.00	$26.65	$60,000	$5,000.00	$28.74	$64,480	$5,373.33
Level 1 (12 – 23 months): Grade L1	$57,852	$4,821.00	$27.71	$62,220	$5,185.00	$29.80	$66,868	$5,572.33
Level 2 (24 – 35 months): Grade L2	$59,784	$4,982.00	$28.64	$64,522	$5,376.83	$30.91	$69,342	$5,778.50
Level 3 (36 – 47 months): Grade L3	$61,992	$5,166.00	$29.69	$66,909	$5,575.75	$32.05	$71,908	$5,992.33
Level 4 (48 – 59 months): Grade L4	$64,296	$5,358.00	$30.80	$69,385	$5,782.08	$33.24	$74,569	$6,214.08
Level 5 (60 – 71 months): Grade L5	$66,600	$5,550.00	$31.90	$71,952	$5,996.00	$34.46	$77,327	$6,443.92

*Non-exempt

NOTES:
1) Salary Plan, Grade is for use in UCPath only.
2) Rates listed above are minimum rates paid for Experience Level.
3) Appointment to Postdoctoral Scholar, Experience Level 5, is by exception.

Updated September 2023

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Salary Scale Reminders

- Initial appointments are to the Level which corresponds to the months of previous postdoctoral experience

- Postdocs 'level-up' to the next level on either 4/1 or 10/1 of each year, depending on their hire date.

- Salary Scale is range adjusted each year on 10/1, for the life of the contract

- For planning purposes, email Anna Avila in Academic Personnel to obtain Postdoc Experience Range Calculator

NEW: Anniversary Dates and Scale Range Updates

Please ensure Initial Hire Date and any end dates are correct on form <u>and in UC Path</u>; if Postdoc begins work later than proposed Initial Hire date, <u>we require a Revision form, with postdoc signature</u>

# IMPORTANT: Anniv. Date – Must Update Year

IMPORTANT: **The year of Anniversary Date must continue to be updated annually in UCPath to reset PTO accrual and to reallocate sick leave**

Updates to the anniversary date must happen before the anniversary date is reached in order for the PTO and sick leave to be updated correctly in UCPath

**Where the contract refers to "initial appointment" or "initial hire" for experience-level increases, that info is pulled from the Postdocs "anniversary date" in UCPath.

**"Initial hire date" is date of first PX appointment, of any type, at any UC Campus

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NEW CONTRACT – Level up on 4/1 or 10/1

Initial Hire Date   **Level Up**

10/1 to 4/1   →   10/1

4/2 to 9/30   →   4/1
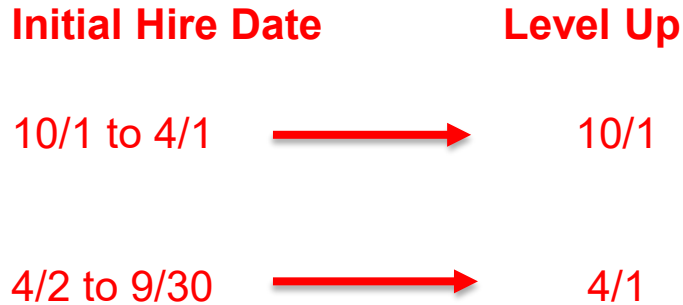
Month of Hire	When Experience Level Increases Occur
January	October
February	October
March	October
April	October – if hired on April 1
	April – if hired April 2- 30
May	April
June	April
July	April
August	April
September	April
October	October
November	October
December	October

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Signature Required on PX-1 Form

Via Email: 6/16/23

Postdoc File Process Flow
1. Department Analyst gathers the PX form and any other required documents for the file and forwards a complete and accurate file to the Dean's Analyst
2. Dean's Analyst reviews, works with the department to obtain clarification, and/or any updates to file as needed
3. Dean's Analyst submits file for review/signature by final authority, and returns file to department
4. Department Analyst obtains the postdoc's signature and initials on forms, provides a copy to the postdoc and retains a copy of the signed forms and the complete file at the department level
5. NEW: Department Analyst Emails the <u>entire file</u> back to the Dean's Analyst, making sure to include the signed/initialed PX-1 forms and all required forms per the checklist
6. NEW: (Revision/Extensions only): Department Analyst Emails the <u>entire file</u> back to the Dean's Analyst. Note: for these types of files <u>only</u>, page 2 and 3 of the form are <u>not</u> required (and they do not populate when 'Revision/Extension' is checked on page 1 of the form)

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Appointment Files

Appointment File Tips

(1) Visit AP's [postdoc page](#); review checklist

(2) Review the CV

- Does the appointee list month/year of prior experience? If not, please have them revise the CV to show month/year so you can accurately count months of prior service (if any)

- Any unclear or incomplete information? Ask the appointee to clarify and have them update CV if necessary

    - Clarify experience ex: 'Research Assistant': was this a postdoctoral position (formal training program with a mentor)? Or was this other research conducted after obtaining PhD?

    - Dates 'to present' – are they still currently at that position? Has that position ended or will it end prior to starting the appointment at UCI?

(3) **Download a PX-1 form from the site** and fill it out **completely and accurately**

- Do not leave the 'months of prior service' blank; **if no prior months of service, enter '0'**

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Appointment File Tips – Cont'd

4) Review the PX-1 form for accuracy and completeness

- Look at the 'green bar' for helpful tips

- Does the file require an agency award letter? Does the file include the correct minimum appointment period? Does total postdoctoral appointment experience (at UCI and elsewhere) exceed 60 months?

- Initial appointment must be for 2 years – no exceptions! (not limited by Visa)

- If Postdoc–Fellow or –Paid-Direct: does appointment period match the length of funding?

- SPLIT TITLES - Review to ensure %'s make sense (must not exceed 100%)

5) Review Checklist again prior to sending the file to the analyst to ensure that you include all the required paperwork and documents

How to Count Months of Prior Service

- Review CV

- Look for Prior Postdoc Appointments: Postdoctoral Fellow, Research Fellow, etc.

- Count all full and partial months of service

  - If experience starts/ends mid-month, count as one full month

  - E.g. 1/2022-6/2022 = 6 months

  - If they had a postdoc appt at another institution start/end on these dates, and start with UCI in mid-June 2022, count July as start of next month

    - E.g. 1/2022-6/2022 = 6 months, an appointment starting on 6/30/22 at UCI through 5/31/23 = 12 additional months for 18 months total

    - If any questions/doubt, confirm with the appointee and consult with Dean's Analyst

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Appointments: Split Titles and Supplemental Pay

Q: What happens when the Department hires a Postdoc Fellow or Postdoc Paid Direct and the pay obtained from the institution is <u>less than</u> the scale rate?

A: The Department must provide a supplement to the Postdoc's pay, using the '3252-Postdoc Employee' title

Total pay rate must meet at least the scale minimum rate of pay

*Department can choose to pay above the minimum rate, however, any subsequent level/pay increase MUST include at least a 3% pay increase, or the minimum of next level, **<u>whichever is greater</u>***

Appointments: Recent or Pending Postdoc Degree Conferral

Postdocs must show proof of degree completion prior to being hired if postdoctoral degree is recently conferred

Acceptable documents: a copy of degree or letter from granting institution, with PhD conferral date

If the candidate does not have one of these we have other options:

- <u>UCI Postdoc graduates</u>
    - Contact Andrea Bannigan in Grad Division to obtain Degree Certification Letter
        - Lists 'individual graduation date' and is used for employment purposes – can be employed a day after the listed date
        - Each Quarter there is a 'Degree Conferral Date'
        - Degree Certification Letter and Degree Conferral Date with individual graduate date can be used for employment

- <u>Graduates from other Institutions</u>
    - Obtain confirmation of Phd Degree – either a copy of degree OR a letter from the granting institution
    - Letter with PhD Conferral Date is acceptable
    - Grad Division or equivalent office can write a letter confirming either the date that the archives accepts dissertation paperwork, OR date that their office accepts final degree paperwork OR individual graduation date, then these dates could be used for postdoc appointment start date

SAMPLE – PX-1 with Split Title

In this example, assume that the Paid Direct funding is a full 2 years (4/10/23 to 4/9/25), and the Visa end date is 3/31/25. The Paid Direct Funding is *less than* the minimum on the UCI Scale *and* the department wants to pay more than the minimum scale rate

Note: (1) The appt length is not limited by the Visa (2) % time is not a decimal, it's a full % with 2 figures after the decimal (e.g. 76.93%; not .7693) (3) % time matches proportion of funding from each source (Paid Direct and Employee)

How did I get these #'s?
Agency $ pay rate (divided by) UCI $ pay rate = $50,000/$65,000 = % assigned to Agency Rate = 76.93%

100% (minus) Agency % = % to assign to the UCI rate (100%-76.93%= 23.07)

Postdoctoral Scholar Appointment Form (UCI-AP-PX1)

☑ Initial Appointment ☐ Reappointment ☐ Revision/Extension

Name: Jane Doe	School Name: SCHOOL OF MEDICINE	Department/Academic Research Unit: Pathology

JPF/SWR Number: 7895	Initial Hire Date: 04/10/2023	Eligible for an Experience Level Increase on: October 1	Visa Type: J-1	Visa End Date: 03/31/2025

Degree Information:

Institution: University of Bern	Highest Degree: PhD	Date Received: May 2021

Previous Postdoctoral Training:

Title	Dates of Postdoctoral Service	Institution
	-	
	-	
Total number of months of eligible postdoctoral training prior to this appointment:	0	

Proposed Appointment: *(Note: Total postdoctoral experience should not exceed 60 months.)*

Minimum Initial Appointment Lengths:
- Postdoctoral Scholar-Employee: Minimum of 2 years.
- Interim Postdoctoral Scholar-Employee: 3 months at 100% time (maximum 1 year).
- Postdoctoral Scholar-Fellow/-Paid Direct: Match the length of funding (attach agency award letter).

Level	Job Code(s)/Description(s)	% Time	Annual Salary*	Begin Date	End Date	Account/Fund Information
L0	003254 Postdoc Scholar-Paid Direct	76.93	$50,000	4/10/23	4/9/24	xxxx-xxxx
L0	003252 Postdoc Scholar-Employee	23.07	$65,000	4/10/23	4/9/24	xxxx-xxxx
L1	003254 Postdoc Scholar-Paid Direct	%%	$50,000	4/10/24	4/9/25	

TOTAL ANNUAL SALARY*: $65,000.00

* Salary rate will be adjusted in accordance with the applicable provisions of the collective bargaining agreement. If funding does not meet the salary minimum, a supplement may be needed.

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SAMPLE – Cont'd PX-1 with Split Title

Once the top portion of the form is complete, send to Dean's Office

Dean's office will review and forward to the Assoc. Dean for signature. Once signed and returned to department, analyst must complete the 'Return by' date, then provide the form to the Postdoc for signature

Make sure that Postdoc returns signs page 1, and initials page 2 and 3, then return to Dean's office ASAP

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Appointments: Special Situation – Postdoc Extensions

Q: When is an Extension needed?

A: If initial appointment was delayed or if visa end dates are applicable, short extension is required to bridge the gap from initial end date/visa end date → new 2-year end date.

EXAMPLE:

◻ Initial Hire approved 6/14/23 – 6/13/25 (2 years); Visa End Date is 6/13/25

◻ Postdoc arrived for late start on 7/14/23; <u>First, submit a revision to revise start date to 7/14/23</u>. New Initial Hire date will be 7/14/23; Visa end date stays the same: appointment end date remains 6/13/25

◻ THEN: if/when Visa is later extended, file a PX-1 Extension to extend appt to 2 years

  ◻ e.g. 7/14/23-6/13/25 (*Visa), then Visa is approved to 6/13/26: <u>file an extension to 7/13/25</u> (original 2 year end date)

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Reappointment Files

Reappointment File Tips

1) Visit AP's [postdoc page](#); review checklist

2) <u>Review the personnel file to research Initial Hire date, appointment terms, experience level and salary to ensure you include accurate information in the reappointment file</u>

   - Check against UCPath record to ensure start/end dates accurately reflect the initial appointment and forms being submitted.

3) Review the CV: <u>make sure it is current and includes UC Irvine experience</u>; do not accept an old/outdated CV

4) <u>Download a PX-1 form from the site</u> and fill it out <u>completely and accurately</u>

   - <u>Do not leave the 'months of prior service' blank</u>. Use the initial appointment file, add the months of service since that date, and include that # on the form

Complete forms thoroughly & accurately including:

   - Prior Months Count
   - <u>Initial Hire Date</u>
   - Current/Proposed Appointment (top and middle of page)
   - Current appointment must match what was previously approved/in UCPath
   - Reappointment Terms of Service (*lack of funding no longer a valid reason for less than 1-year reappointment – refer to layoff process)

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For Planning Purposes: Future Range Adjustments

Salary Plan	Salary Grade	Salary Grade Descr	Effective 4/1/2023	Effective 10/1/2023	Effective 10/1/2024	Effective 10/1/2025	Effective 10/1/2026
T023	L0	Post Doctoral Level 0	$60,000	$64,480	$66,737	$69,073	$71,491
T023	L1	Post Doctoral Level 1	$62,220	$66,868	$69,209	$71,632	$74,140
T023	L2	Post Doctoral Level 2	$64,522	$69,342	$71,769	$74,281	$76,881
T023	L3	Post Doctoral Level 3	$66,909	$71,908	$74,425	$77,030	$79,727
T023	L4	Post Doctoral Level 4	$69,385	$74,569	$77,179	$79,881	$82,677
T023	L5	Post Doctoral Level 5	$71,952	$77,327	$80,034	$82,836	$85,736

Reappointment: When Salary is Above Minimum

- Once postdoc is appointed at or above the appropriate experience rate, future appointments must be to <u>at least the appropriate experience-based salary/stipend rate</u>

- If a Postdoc's salary/stipend is above the appropriate experience level on reappointment the <u>Postdoc shall receive an increase to at least the minimum next experience level or at least a three percent (3%) increase, **whichever is greater**</u>.

EXAMPLE

- Initial appointment at L0, from 6/1/23-5/31/25
- 'Level-Up' date is 4/1 annually
- Dept pays above scale rate at $65,000 (scale rate for L0 is $60,000)

On 10/1/23 the salary range rate for L0 is adjusted to $64,480; postdoc's rate stays the same

On 4/1/24 the postdoc 'levels-up' to L1; minimum pay required per scale is **$66,868**

On the level-up date, the postdoc's current pay rate ($65,000) plus 3% = $66,414.

The department must pay the scale rate ($66,868), since it is greater

Reappointment: Annual Review

Postdoctoral Scholars are due an Annual Review:

The academic supervisor or PI must provide the Postdoctoral Scholar with <u>at least</u> one written review per 12-month period.

Departments must use the PX-3 form for this assessment and <u>must keep a record at the department level.</u>

The PX-3 form is required to be submitted to the Dean's office with the reappointment file.

SPECIAL SITUATIONS

Special Situations – Appts past 60 mos

- Postdoc appointment beyond 60 months: granted by <u>limited</u> exception only from the Vice Provost

- Required materials:

  - Reappointment file OR PX-1 Extension (*more on next slide)

  - Memo (signed by PI and Chair) – Include justification for going beyond 60 months, # of total months, and time frame for the extension

Special Situations – When to use Extension v. Reappt File?

- A **Reappointment** file is used when the current appointment will expire, and the department will renew the Postdoc appointment for up to 1 year.

- An **Extension/Revision** is used when (a) the current appointment is limited to under 1 year, and the department wants to extend the appointment for a short period of time (a few months); or (b) when there is a revision to the terms of the original appointment

  - Most commonly used in situations where there is a new Visa end date, or if the appointment is limited by a 60-month term end date and department would like to extend past 60 months

  If you are unsure whether to use an Extension or a Revision, please reach out to your Dean's Analyst

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Special Situations – EXAMPLE: Extension v. Reappt

The end date is limited by the Visa AND by the # of months (60 months max; appt is less than 1 year)

The Reappointment picks up where the last one left off

*If dept decided in June that they would like to extend the appointment from 7/21/24 to 10/15/24 they would use an Extension/Revision form because they are extending/revising the terms of this reappointment. They would also need to include a memo which requests the exception to appoint past 60 months

UCI Office of Academic Personnel

Postdoctoral Scholar Appointment Form (UCI-AP-PX1)

☐ Initial Appointment ☑ Reappointment ☐ Revision/Extension

Name:	School Name: SCHOOL OF MEDICINE	Department/Academic Research Unit:

JPF/SWR Number:	Initial Hire Date: 2/21/2020	Eligible for an Experience Level Increase on: October 1	Visa Type: J-1	Visa End Date: 07/20/2024

Current Appointment:

Job Code(s)/Description(s):	% Time	Annual Salary	Begin Date	End Date
003252 Postdoc Scholar-Employee	100	$77,327	1/1/24	2/20/24

Experience at Current Appointment End Date: __4__ Total number of months of eligible postdoctoral training prior to proposed appointment: __55__

Proposed Appointment: *(total postdoctoral experience should not exceed 60 months.)*

Minimum Reappointment Lengths:
- Postdoctoral Scholar-Employee: *Minimum of 1 year.* ...ments following a Release - see Article 2 of the collective bargaining agreement.
- Postdoctoral Scholar-Fellow/-Paid Direct: Match the length of... attach agency award letter).

Job Code(s)/Description(s):	% Time	Annual Salary*	Begin Date	End Date	Account/Fund Information
003252 Postdoc Scholar-Employee	100	$77,327	2/21/24	7/20/24	FG25620

Experience Level at Reappointment Begin Date*: 4	Total Annual Salary*: $77,327.00

* Salary rate and experience level will be adjusted in accordance with the applicable provisions of the collective bargaining agreement. If funding does not meet the salary minimum, a supplement may be needed.

Reappointment Term of Service - 003252 Postdoctoral Scholar—Employee:

Has this Postdoctoral Scholar-Employee served at least 1 two-year appointment? ☑ Yes   ☐ No, this is their 2-year appointment.

If this appointment is for less than 1 year, select a reason: | Postdoctoral service would exceed 5 years (includes prior Postdoctoral service)

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Special Situations – Adverse Actions

- Release provision for Postdoc Employees (3252) at the one-year mark of their initial appointment: Release is at the University's sole discretion and it can be for any reason, EXCEPT an unlawful reason. Released postdoc may obtain future UC Employment

- Release should not be a substitute for layoff – if funding has run out, follow Article 11 – Layoff

- Postdoc Layoff, Corrective Action or Dismissals – review Postdoc page, contract, and then consult with your SOM Dean's analyst

Release Notice and Effective Date

- Provide notice to the Postdoc a minimum of 30 calendar days before the first anniversary of the initial hire date

- The release cannot be *effective* before the one-year mark

- If notice provided less than 30 calendar days before the first anniversary of the initial hire date, extend the appointment by a proportional amount

- The last day to issue the notice is one year following the date of hire

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Questions??