

## POSTDOCTORAL SCHOLARS POLICY IMPLEMENTATION GUIDELINES

**New Titles and Title Codes:** The following three new postdoctoral titles and title codes have been established:

- 3252 Postdoctoral Scholar – Employee
- 3253 Postdoctoral Scholar – Fellow
- 3254 Postdoctoral Scholar – Paid Direct

Postdoctoral Scholar—Employee Appointments – New Postdoctoral Scholar appointments beginning on or after January 1, 2005, are to be made in title code 3252 (“Postdoctoral Scholar – Employee”). In addition, Postdoctoral Scholar employees with appointment begin dates prior to January 1, 2005, who in Fall 2004 choose to enroll in the new Postdoctoral Scholar benefit plans and to be subject to the new APM – 390 sick-leave and time-off provisions, are to be moved to title code 3252 (“Postdoctoral Scholar – Employee”), with a begin date of January 1, 2005.

No appointments to Title Code 3252 may be recorded in the Payroll Personnel System (PPS) if the begin date is prior to January 1, 2005. Postdoctoral Scholar employees with appointments between July 1, 2003 and December 31, 2004, should continue to be made in either title code 3240 or 3370.

Postdoctoral Scholar—Fellow and —Paid Direct Appointments – Appointments in the titles of “Postdoctoral Scholar – Fellow” and the “Postdoctoral Scholar – Paid Direct” will be made as departments implement the new appointment procedures in July 2003. Postdocs appointed to either of these titles are to be shown in non-salaried (WOS) status.

**Effective Dates:** The new Postdoctoral Scholar policy will be implemented in three stages:

### **Stage 1 – Effective July 1, 2003**

#### For New Postdoctoral Scholars:

\$31,044 minimum salary/stipend established for Irvine campus

100% appointments

Five-year limit on time in postdoctoral status (with extensions up to a sixth year possible)

#### For All Postdoctoral Scholars:

Annual reviews

Grievance, layoff, and corrective action and dismissal policies

### **Stage 2 – Implementation and Training**

New appointment and reappointment procedures for all Postdoctoral Scholars

New titles of “Postdoctoral Scholar – Fellow” and “Postdoctoral Scholar – Paid Direct”

Grandfathering of Current Postdoctoral Scholars/Postgraduate Researchers

### **Stage 3 – Effective January 1, 2005**

New Postdoctoral Scholars benefits package

New sick-leave and time-off provisions

New title of “Postdoctoral Scholar – Employee”