

**APM - 390 (Postdoctoral Scholars)
Transition Guidelines**

1. **Effective Dates:** The new Postdoctoral Scholar policy will be implemented in two stages:

The new APM - 390, with the exception of the time off and sick leave provisions (and others noted in Sections 3 and 4 below), is effective July 1, 2003, and will apply to all current and new Postdoctoral Scholars.

The new APM - 390 time off and sick leave provisions and the new Postdoctoral Scholar benefit plans will be effective January 1, 2005, except for Postdoctoral Scholars at the UCSF campus. UCSF plans to implement the time off, sick leave, and benefit plans on July 1, 2005.

2. **Salary/Stipend:**

- a. For new appointments and reappointments made on or after July 1, 2003, the minimum of the Postdoctoral Scholar salary/stipend range is as follows:

- 2003-04: \$29,000
- 2004-05: \$30,000
- 2005-06: Step I of the non-student PGR scale, currently \$31,044;

Campuses may establish higher minimums.

- b. Commitments made prior to July 1, 2003, for appointments at less than these amounts may be honored; however, it is recommended that, where appropriate funding is available, the salary/stipend of current Postdoctoral Scholars be raised to the above amounts.
- c. The maximum of the Postdoctoral Scholars salary/stipend range is \$75,324, which will be range-adjusted in subsequent years to the same extent as for other non-exclusively represented, non-Senate academic appointees.
- d. Campuses have the option to establish steps within the range for "Postdoctoral Scholar – Employee" appointments.

3. **New Title Codes:** The following three new postdoctoral title codes have been established:

3252 Postdoctoral Scholar – Employee	effective January 1, 2005 (planned for July 1, 2005, at UCSF)
3253 Postdoctoral Scholar – Fellow	effective July 1, 2003
3254 Postdoctoral Scholar – Paid Direct	effective July 1, 2003

Postdoctoral Scholar Employee Appointments – New Postdoctoral Scholar employee appointments beginning on or after January 1, 2005, are to be made in title code 3252 (“Postdoctoral Scholar – Employee”). In addition, Postdoctoral Scholar employees in Title Code 3370 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 (see Section 8 below).

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 appointed in either title code 3240 or 3370 (see Section 6 below).

Postdoctoral Scholar Fellow and Paid Direct Appointments – Campuses may implement the “Postdoctoral Scholar – Fellow” (3253) and the “Postdoctoral Scholar – Paid Direct” (3254) titles and title codes at any time between July 1, 2003, and January 1, 2005. “Postdoctoral Scholar – Paid Direct” (3254) appointments are to be shown in non-salaried status. At campuses not paying postdoctoral fellowship stipends through PPS, “Postdoctoral Scholar – Fellow” appointments should also be shown in non-salaried status.

For purposes of on-line PPS actions, all title codes are available as of June 1, 2003.

4. **Grandfathering of Current Postdoctoral Scholars:** All Postdoctoral Scholars with appointments beginning before July 1, 2003, are subject to the new policy with the exception of the sick leave provision (APM - 390-60), the time off provision (APM -390-61), the minimum salary/stipend provision as described in Section 2 above, and the requirement of 100 percent time appointments (APM - 390-19). It is recommended that, where appropriate funding is available, the percent time of postdoctoral employees with current appointments at less than 100 percent time be raised to 100 percent time and the salaries/stipends of current Postdoctoral Scholars with salaries/stipends less than the minimum (\$29,000 in 2003-04) be raised to the minimum.

5. **Phase-Out of Postgraduate Research and Visiting Postdoctoral Scholar Titles:**
Starting January 1, 2004, the University will begin phasing out the use of title codes 3240 and 3370 (see section 9). Only those Postdoctoral Scholars who were appointed in these title codes prior to January 1, 2005, may continue, and be reappointed, in these title codes. New Postdoctoral Scholar employees must be appointed in title code 3252 (“Postdoctoral Scholar – Employee”) starting January 1, 2005.

Title codes 3240 (Postgraduate Research _____ Non-Student - Fiscal Year) and 3370 (Visiting _____ - Postdoc), as well as APM - 350 (Postgraduate Research), will be retired January 1, 2010.

6. **Appointments During the Period July 1, 2003, Through December 31, 2004:**

The following will apply to Postdoctoral Scholar employees:

- New appointments and reappointments will continue to be made in title code 3240 (Postgraduate Research _____ Non-Student - Fiscal Year) or title code 3370 (Visiting _____ - Postdoc).
- Vacation leave will accrue at 16 hours per month as set forth in APM - 730.
- Sick leave will accrue at 8 hours per month as set forth in APM - 710.
- Benefit eligibility in the UC employee plans will continue.
- All other provisions of APM - 390 will apply except as stated in Section 4 above.

The following will apply to Postdoctoral Scholar non-employees (i.e., “Postdoctoral Scholars – Fellow” and “Postdoctoral Scholars – Paid Direct”):

- Appointments will be entered into the Payroll/Personnel System in title codes 3253 or 3254 beginning July 1, 2003.
- Eligibility for vacation and sick leave will continue in accordance with the provisions of the extramural funding agency.
- Benefits eligibility will continue in campus postdoctoral health-care plans if offered by the campus.
- All other provisions of APM - 390 will apply.

7. **New Postdoctoral Scholar Benefit Plans:** Transition guidelines for the new Postdoctoral Scholar benefit plans effective January 1, 2005, will be issued in Fall 2004.

8. **Postdoctoral Employee Choice:** At campuses participating in the new Postdoctoral Scholar benefit plans as of January 1, 2005, Postdoctoral Scholar employees in title code 3370 will be asked in Fall 2004 to select one of the following two options:
 - To move to the new title code 3252 as of January 1, 2005, which means being subject to the sick leave and time off provisions of APM - 390 and eligible to enroll in the new Universitywide Postdoctoral Scholar benefit plans; or
 - To continue in title code 3370, thereby retaining enrollment in their current employee benefit plans, current vacation accrual rates, and current sick leave accrual rates until the end of their postdoctoral appointment at the University.

All Postdoctoral Scholars now assigned to title code 3240 will remain in that title code until the end of their appointment. A change from title code 3240 to title code 3252 must be preceded by an appropriate break in service from the University.

Postdoctoral Scholar employees who continue in title codes 3240 or 3370 will be subject to all provisions of APM - 390 except for Sections 390-60 (Sick Leave), 390-61 (Time Off), and Section 390-76 (Benefit Plans). Regarding the exceptions, other appropriate provisions of the Academic Personnel Manual will apply.

“Postdoctoral Scholars – Fellow” and “Postdoctoral Scholars – Paid Direct” will not have a choice to move to another title code; as of January 1, 2005 (planned for July 1, 2005, at UCSF), they will be eligible only for the new Postdoctoral Scholar benefit plans.

9. **Postgraduate Research Appointees Who Are Not Postdoctoral Scholars:** No new appointments or reappointments of individuals who are not Postdoctoral Scholars may be made in titles codes 3240 (Postgraduate Research _____ Non-Student - Fiscal Year) or 3370 (Visiting _____ - Postdoc) after January 1, 2004. Current appointees in either of these title codes who are not Postdoctoral Scholars need to be moved to a different title code no later than July 1, 2006. Individuals who are not Postdoctoral Scholars are to be appointed in titles that are appropriate to their job responsibilities – including, but not limited to, academic titles such as Junior Specialist, Assistant Specialist, or Assistant Project Scientist; or staff titles such as Staff Research Associate.