Postdoctoral Scholar Contract Implementation

Joint Session with Labor Relations, Integrated Service Center, and Office of Academic Personnel
Summary

On June 13, 2019, the University of Washington and UW Postdocs United/UAW Local Union 4121 ratified their first collective bargaining agreement (CBA)

Following ratification, there was a UW-wide effort to implement the new CBA

As of October 1, 2019 the CBA has been integrated into the UW payroll / HR system (Workday)

The CBA is available on the Labor Relations website
Agenda and Overview

You will be hearing from multiple central business units on campus covering the contract.

- Labor Relations
  - Labor Relations 101
  - Contract Summary
- Office of Academic Personnel (OAP)
  - Titles and Classifications
- Integrated Service Center (ISC)
  - Workday Demonstrations
Contract Summary

Jennifer Mallahan, Labor Relations
Contract Duration

July 1, 2019 → January 31, 2021
What is a Postdoctoral Scholar?

- Received Ph.D. or equivalent
- Appointed for a period, not to exceed 5 years
- Engaged in full-time mentored advanced training
- Perform primarily research and scholarship under university faculty mentors
Pre and Post – Contract Changes

<table>
<thead>
<tr>
<th>PRE-Contract</th>
<th>POST-Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Associates were <strong>faculty</strong> and subject to Faculty Code</td>
<td><strong>New class</strong> of academic personnel: Postdoctoral Scholars (Faculty Code does <strong>not</strong> apply)</td>
</tr>
<tr>
<td>4-Job Codes</td>
<td>5-Job Codes</td>
</tr>
<tr>
<td><strong>Partially</strong> subsidized U-PASS</td>
<td><strong>Fully</strong> subsidized U-PASS</td>
</tr>
</tbody>
</table>
Article 4: Appointment & Reappointment

Initial Appointment
- 1-year minimum
- Notice provided within 7 days of start date

Reappointment
- 1-year minimum
- Notice provided 30 days prior to start date
Article 5: Childcare

Effective January 1, 2020

UW creates $30K fund to assist with childcare expenses

UAW determines eligibility criteria
UAW provides UW criteria beginning each calendar year

UW distributes funds annually in December (first distribution December 2020)
Article 6: Corrective Action and Dismissal

- **Corrective action**: Letter of warning, suspension or dismissal
- **Representation**: Upon request, Postdoctoral Scholars have the right to Union representation at an investigatory meeting in which the employee reasonably believes could lead to corrective action
- **Dismissal**: Pre-determination meeting will be scheduled prior to dismissal.
  - At least 30 days notice for dismissal, non misconduct
  - For cases involving misconduct, 30 days notice is not required
Article 7: Grievance Procedure

- **Step one**: Optional – filed by the Union to the PI or first level supervisor.
  - Meeting with the grievant, Union, PI/first level supervisor (or designee) should occur within 14 days of the filing date
- **Step two**: filed/appealed to the Department Chair (or Dean if no Dept Chair)
  - Meeting with the grievant, Union, Chair/Dean and Labor Relations should occur within 14 days of the filing date
- **Step three**: Arbitration – grievance is heard by an impartial arbitrator for resolution
  - Parties can request mediation concurrent to step three, arbitration.
**Article 11: IDPs & Progress Assessments**

**Independent Development Plan (IDP):** Identifies the Postdoctoral Scholar’s general research goals, professional development objectives & career objectives

**Progress Assessments:** An evaluation of the Postdoctoral Scholar’s progress and accomplishments in research and professional development
Article 11: Independent Development Plans

IDP Options

- Postdoctoral scholars may elect to develop an IDP
- A supervisor or funding agency may require an IDP
- If NO IDP, the supervisor shall communicate expectations for the postdoctoral scholar's research & career progress
- A postdoctoral scholar may request in writing, the goals & expectations which they will be assessed
Progress Assessment Types

• **Periodic Reviews**
  • Informal oral assessments during appointment
  • General discussion of the postdoctoral scholars recent research progress and overall research objectives

• **Annual Review**
  • Supervisor provides postdoctoral scholar with at least one written review per 12-month period
  • Comprehensive assessment of the postdoctoral scholar's research progress and professional development during the previous year
Article 12: Intellectual Property & Academic Rights

Executive Order No. 36 ("Patent, Invention and Copyright Policy")

- Same rights as other UW Employees
- Upon prior approval by the University, postdoctoral scholars may apply to serve as principal investigators on such applications that are restricted to postdoctoral scholars, or in other circumstances approved by the postdoctoral scholar's mentor, and according to the policies of the department and school or college of both the postdoctoral scholar and the mentor.
Article 14: Layoff

- Layoff is defined as an involuntary separation or a reduction in duration of appointment for a Postdoctoral Scholar after the first year of the initial appointment as a result of appropriate funding becoming unavailable.
- Written notification provided at least sixty (60) calendar days in advance of the effective date of the layoff.
- Copy of the layoff notice to the UAW within five (5) working days of providing the layoff notice to the Postdoctoral Scholar – please copy laborrel@uw.edu on any notifications.
Article 17: Orientation

- Welcome Day
- **Postdoctoral Scholars Orientation**: currently in development
- For Postdocs who do not attend above, the Union will have access (at least 30 mins) to employees, within 90 days of start date during the employee’s regular work hours and at the employee’s regular worksite/agreed alternate location
# Article 24: Time Off & Leave

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vacation</strong></td>
<td>• 21 paid days - preloaded start of appointment</td>
</tr>
<tr>
<td></td>
<td>• Unused time off will expire end of appointment</td>
</tr>
<tr>
<td><strong>Sick</strong></td>
<td>• 1 paid day each month – preloaded start of appointment</td>
</tr>
<tr>
<td></td>
<td>• Up to 12 days unused sick carryover to next appointment</td>
</tr>
<tr>
<td><strong>Bereavement</strong></td>
<td>• 3 paid days of bereavement</td>
</tr>
<tr>
<td><strong>Personal Holiday</strong></td>
<td>• 1 paid day per calendar year</td>
</tr>
</tbody>
</table>
**Article 32: Wages – Transition**

<table>
<thead>
<tr>
<th>Transition - Current Rate</th>
<th>Transition - New Rate</th>
<th>When?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below experience level minimum* (ex. $45,000)</td>
<td>Moved to minimum experience level (ex. $50,004)</td>
<td>Sept 16, effective August 1, 2019</td>
</tr>
<tr>
<td>At or above the experience level minimum* (ex. $50,004 or more)</td>
<td>No change (ex. $51,000)</td>
<td>Anniversary date or Sept 16, if anniversary date is between ratification and Sept 15</td>
</tr>
</tbody>
</table>

*Note experience level is 0 in all examples
### Article 32: Wages – Ongoing

<table>
<thead>
<tr>
<th>Ongoing - Current Rate</th>
<th>Ongoing - New Rate</th>
<th>When?</th>
</tr>
</thead>
<tbody>
<tr>
<td>At the experience level minimum (ex. $50,004)</td>
<td>Moved to the next minimum experience level (ex. $51,004)</td>
<td>Anniversary date</td>
</tr>
<tr>
<td>Above experience level minimum (ex. $51,000)</td>
<td>Increase of at least 2% ($52,020)</td>
<td>Anniversary date</td>
</tr>
</tbody>
</table>

*Note experience level is 0 in all examples*
## Article 32: Wages Table

<table>
<thead>
<tr>
<th>Postdoctoral experience level</th>
<th>Minimum annual full-time salary equivalent</th>
<th>Minimum monthly full-time salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 (0 – 11 months)</td>
<td>$50,004</td>
<td>$4,167</td>
</tr>
<tr>
<td>1 (12 – 23 months)</td>
<td>$51,004</td>
<td>$4,250.33</td>
</tr>
<tr>
<td>2 (24-35 months)</td>
<td>$52,024</td>
<td>$4,335.33</td>
</tr>
<tr>
<td>3 (36- 47 months)</td>
<td>$53,065</td>
<td>$4,422.08</td>
</tr>
<tr>
<td>4 (48 – 59 months)</td>
<td>$54,126</td>
<td>$4,510.50</td>
</tr>
<tr>
<td>5 (60-71 months)*</td>
<td>$55,208*</td>
<td>$4,600.67*</td>
</tr>
</tbody>
</table>

*6th year by exception
Article 32: Wages

Based on appropriate experience level and increased on the anniversary date (1 calendar year continuous employment of most recent appointment date)

Salaries above minimum scale receive 2% on anniversary date

May provide individual salary increases at any time for retention

Administrative transition period (July 1, 2019 – September 30, 2019)
MOU: One-Time Wage Adjustment

Effective September 1, 2019

- Will receive one-time 2% salary increase if ALL following requirements met between October 3, 2017 – July 1, 2019:
  - reappointed to current appointment by the Union, AND
  - paid in a salaried, full-time Senior Fellow title, AND
  - received no salary increase, AND
  - not been a paid-direct appointee (in whole or in part) or a stipended appointee at any point during that time.
Process and Demonstration

Kimberlee Ely, Academic HR
Kanani Van Leeuwen, ISC
Titles and Classifications Overview

Old titles have been replaced with new ones and will no longer exist
- Research associate, senior fellow, senior fellow-trainee, and research associate-trainee

No non-union postdocs
- All postdoctoral scholars, postdoctoral scholar-fellows, and interim and conditional postdoctoral scholars will be in the union
- Position titles **cannot** be combined
- Excluded population will be moved to different titles

Single Academic Appointment
- All postdoctoral scholars will have a single academic appointment of Postdoctoral Scholar, regardless of position title
Titles and Classifications
Relationships

Old Titles
- Research Associate
- Senior Fellow
- Research Associate-Trainee
- Senior Fellow-Trainee

New Titles
- Postdoctoral Scholar
- Postdoctoral Scholar-Fellow
- Interim Postdoctoral Scholar
Titles and Classifications

Postdoctoral Scholar
- Former research associates and senior fellows not paid on training grants
- Salary requires or permits the appointee to be a UW employee

Postdoctoral Scholar-Fellow
- Former research associate-trainees and senior fellow-trainees whose compensation is sourced from a training grant and paid via stipend
Interim Postdoctoral Scholar
- Recent UW graduate students who obtained their PhD degree or equivalent and are completing an existing project from their graduate programs before moving to other employment
- Short term appointment, maximum of 6 months in title
- Time spent in title counts toward the 5 years of postdoctoral scholar experience
Postdoctoral scholars on a conditional basis
- Postdoctoral scholars and postdoctoral scholar-fellows who have completed all degree requirements but are awaiting degree conferral
- Postdoctoral scholar-conditional and postdoctoral scholar-fellow-conditional in Workday
  - Conditional is a designation and not an official part of the title
Leaves and Time Off

Leave Requests
- All leave requests should follow the current process
  - FMLA through Academic HR
  - Leave without pay through Workday

Time Offs
- Time offs should be requested through Workday
Reappointment Process in Workday

**Position:** Extend the end date via the Change Job Data Change business process

**Compensation:** Extend the compensation end date
- If the reappointment happens on the anniversary date, increase the amount by at least 2%

**Academic Appointment:** Extend the end date via the Update Academic Appointment > Reappointment business process
- Use the original appointment start date as the Reappointment “Start Date”
Demonstrating:
  New Hire
  Title Change
  Stipends
Resources
Resources

Labor Relations
- UAW Contract- https://hr.uw.edu/labor/unions/uaw/uaw-postdoc-contract

Academic HR Titles and Ranks webpages
- Postdoctoral Scholar-Fellow- https://ap.washington.edu/ahr/academic-titles-ranks/postdoctoral-scholar-fellow/
Resources (continued)

Integrated Service Center
  ◦ User Guides

Reports
  ◦ R0613 – Upcoming Postdoctoral Scholar Required Compensation Changes
  ◦ R0361- Expired and Expiring Academic Appointments
  ◦ R0321- Upcoming Employment End Dates

UW Graduate School
  ◦ https://grad.uw.edu/
Contacts

Academic Human Resources
acadpers@uw.edu

Labor Relations
laborrel@uw.edu

Integrated Service Center
ischelp@uw.edu
Q & A
Is it possible to provide an increase in postdoctoral scholar salary or postdoctoral scholar-fellow stipend that does not coincide with the anniversary date?

A: There are two options for requesting increases that are “off-cycle”.

If a postdoctoral scholar is awarded extramural funding, it could result in an increase to salary/stipend that occurs “off-cycle” (see section 32.3C of the contract). Note that in the case of extramural funding, it also affects the anniversary date.

Units may request discretionary increases for individual postdoctoral scholars for the purpose of retention. To request a discretionary retention salary adjustment that does not coincide with a CBA-mandated increase or with the award of extramural funding, please follow the process outlined on the retention salary adjustments web page.
Define top up. Is it supplemental or for extra work?

A:

PA 22: This is the base stipend amount subject to the contract minimum. In the case where there is a grant funding base stipend but it is not enough to get to the minimum, the department is funding the additional amount or “top up”. In this case costing allocations are used to define grant dollars versus department dollars.

PA 23: This refers to funds given for any extra work above regular work. There should not be many people in this category; this is distinctly for extra work, similar to a temporary salary supplement (TPS).
If an appointment is a two-year, multi-year appointment, would the end date in Workday need to be set for 2 years?

A: No, set the end date and compensation for one year so that it will show up on the reports. The end date also needs to be set for one year to allow administrators to go into Workday and apply the 2% (or more) increase at the anniversary date.

Are recent graduates from other universities eligible for the Interim Postdoctoral Scholar title?

A: No, they are not. This title is reserved for recent UW graduates who recently obtained their PhD or equivalent and who request this title for a short-term appointment to complete an existing project from their graduate program before they move onto other employment.
Why are there discrepancies between the current amount of available sick leave and vacation leave?

A: At conversion, 12 days of sick time were preloaded and vacation time was prorated. Vacation time off was prorated because it cannot be carried forward. Sick leave was not prorated because up to 96 hours can be carried forward after the anniversary date. Contact ISC Tier 3 for more questions (ischelp@uw.edu).

Which academic period do I choose when entering the period activity pay?

A: Based on which part of the academic year the employee will be performing the activity, select the appropriate option from the Period Activity Matrix choices, ending with ‘(24 month) Postdoc Only’.