Welcome!!!
Designing your Postdoc

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<tr>
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<th>Postdocs</th>
<th>Postdoc Admins</th>
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<td><strong>8 sessions</strong></td>
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New Salary Effective 9/1/19

$62,700
Introducing... Kevin Heller, EdD

- Former teacher turned administrator
- UC Santa Cruz
- UC Board of Admissions
- Project and program management
- Navigating bureaucracy
- Streamlining processes
- Making information more easily available
- KeyForge enthusiast
- Gardener (ask me about my Yellow Boy tomatoes!)

- EdD, UC Davis
- MA, St. Cloud State
- BA, University of Dallas
Individual Development Plan (IDP) Update

• IDP meetings should still be happening, despite system being offline.

• Coming online soon:
  • Postdocs will receive emails about logging meeting dates
  • Limited capacity, so soft rollout around August/September.
Postdoc Admin mentoring group

• Asking for your help
  • onboarding new admins (KnowledgeBase? FAQ? Processes?)
  • helping OPA improve processes
• expect an email with more details 
also feel free to email me in the meantime! kwheller@stanford.edu
Leave of Absence – Benefits Coverage

• General unpaid leave of absence
  • Benefits can be paid on behalf of postdoc by PI
  • PI may ask that postdoc pay for their benefits while on leave
    • BEFORE LEAVE BEGINS: Email Postdoc Benefits with postdoc on copy to ensure payment arrangements are made prior to leave
    • Payment arrangements cannot be made after leave begins

• Leave of Absence due to lapsed work authorization
  • PI/Pool cannot pay for benefits in some instances
  • It’s about timing!
Who pays for health premiums when postdoc is on LOA?

Is LOA due to loss of work authorization?

- Y
  - Did postdoc have work authorization on the 1st of the month and for at least one full pay cycle in which LOA is taken?
    - Y
      - Department/PI or Pool, depending on how postdoc is paid.
    - N
      - Did postdoc come back to work on or before 2nd pay cycle?
        - Y
          - Postdoc Pays*
        - N
          - Department/PI or Pool, depending on how postdoc is paid.

- N
  - Usually this is for personal or professional development. Does the leave extend beyond 2 weeks?
    - Y
      - PI can ask that the postdoc pay for their own insurance during their leave. Will the PI be requesting this?
    - N
      - Department/PI or Pool, depending on how postdoc is paid.

*Serious consequences to Stanford if payment arrangements are not made before leave begins

**Payment arrangements can not be made after leave begins.
Term Limits Exceptions – 6th year of training

• New cover sheet required with supporting documents
  • https://postdocs.stanford.edu/postdoctoral-administrators/how-quick-links/extend-postdoctoral-appointments

• Dual Approval Timelines - H-1B approvals are taking longer!!!
  • 6th year: 1-2 months
  • Transition to H-1B (6th year approval contingent): 3-4 months

• TIMING IS CRITICAL for requests that include transition from J-1 to H-1B visa, please consult with OPA and with Bechtel
  • Rush requests put a strain on everyone in the approval chain
  • We would appreciate your input:
    • What reminder messaging would be useful to you?
    • What timing of messaging would be helpful to you?
Outside Funding - What are we looking for?

• Competitive Fellowship - YES
• Wedding Supply Company - NO
• We are paying Dr. X - ??? Who? What? Why? When?
  • Award letters must be in English, on letterhead, signed by agency official
  • Must provide exact start and end dates and specific funding amount
  • Must specify use of funds intended for benefits or other coverages
Workers’ Compensation for Postdocs

• Postdocs with work-related injuries and illnesses may be eligible for workers’ compensation benefits.
  • **Step 1:** Help your postdoc seek medical attention
  • **Step 2:** Complete documentation
  • **Step 3:** Address/Report the hazard
  • **Step 4:** Work with Postdoc Disability Specialist if postdoc will be losing time from work
  • **Step 5:** Return to work efforts

• Step Details can be found on the following link: [https://orm.stanford.edu/insurance/workers-compensation/supervisors-and-managers](https://orm.stanford.edu/insurance/workers-compensation/supervisors-and-managers)

• Additional information can be found on the following link: [https://orm.stanford.edu/insurance/workers-compensation](https://orm.stanford.edu/insurance/workers-compensation)
Postdoc Disability - Friendly Reminders

• Refer postdocs to postdocbenefits@stanford.edu for information about maternity, paternity, family care, and medical disability leaves.

• We offer quarterly informational sessions to postdocs to learn about the maternity/paternity leave benefits. Registration links: https://postdocbenefits.stanford.edu/program-activities/information-sessions/maternity-paternity

• Postdocs who are benefits pool eligible prior to their leave start date remain pool eligible during their approved disability, family, or baby bonding leave.
  • Assist Type = RAF: Correct fringe rate is charged during their leave = Pool Eligible.
  • Assist Type = RAFC: Incorrect fringe rate is charged during their leave = Not Pool Eligible.

• New: Postdoc Disability Specialist enters disability supplement pay lines in GFS.
Congratulations Denise!!

5 YEARS!!!
Congratulations Al!!!

25 YEARS!!!