Contract Duration:
March 1, 2021 to January 31, 2023

What is a Postdoctoral Scholar?
• Received Ph.D. or equivalent
• Appointment for a period, not exceed 5 years (this includes postdoc experience elsewhere)
• Engaged in full-time mentored advanced training
• Perform primarily research and scholarship under university faculty mentors
• May teach one class for academic credit one time per academic year, while remaining full-time. Conditions must be met before becoming an instructor of record and unit administrators must submit request form to dean/chancellor’s office for approval. See details.

Article 4: Appointment & Reappointment
• Initial Appointment:
  o Duration of appointment is 1-year minimum
  o *Notice provided within 7 days of start date
• Reappointment:
  o Duration of appointment is 1-year minimum
  o *Notice provided 30 days prior to start date

*Note: Although days of notice are stated, please consider the processing time to initiate or reappoint. Also, we need to consider more time if a visa is involved.

Article 5: Childcare
• Effective January 1, 2020
• UW Creates $30K fun to assign with childcare expenses
• UAW determines eligibility criteria. UAW provides UW criteria beginning each calendar year
• UW distributes funs annual in December (first distribution December 2020)

Article 6: Corrective Actions 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 reasonable believes could lead to corrective action
• Dismissal: Pre-determination meeting will be scheduled prior to dismissal
  o At least 30 days notice for dismissal, non-misconduct
  o For cases involving misconduct, 30 days notice is not required

Article 7: Grievance Procedure
• Step 1: Optional – filed by the Union to the PI or first level supervisor.
  o Meeting with the grievant, Union, PI/first level supervisor (or designee) should occur within 14 days of the filing date.
• Step 2: Filed/appealed to the Department Chair (or Dean if no Dept Chair)
  o Meeting with the grievant, Union, Chair/Dean and Labor Relations should occur within 14 days of the filing date.
• Step 3: Arbitration – grievance is heard by an impartial arbitrator for resolution
  o Parties can request mediation concurrent to step three, arbitration. Parties can request mediation concurrent to step three, arbitration.

Article 10: Holidays
• Postdoctoral Scholars shall not be required to work on the following holidays that occur during the term of their appointment, except as provided in Section 2 of this Article.
  o New Year’s Day
  o Martin Luther King, Jr. Day
  o Presidents’ Day
  o Memorial Day
  o Independence Day
  o Labor Day
  o Veterans’ Day
o Thanksgiving Day
o Native American Heritage Day
o Christmas Day

These holidays will be observed on the date designated by the University for the University community.

• Postdoctoral Scholars must submit their leave requests for “Holiday Taken Time Off” for the holidays above through Workday. Requests will go to the Faculty Supervisor for approval.

Article 11: Individual Development Plans and Performance Expectations

• Independent Development Plan (IDP): Identifies the Postdoc Scholar’s general research goals, professional development objectives & career objectives.
  o Postdoctoral Scholar’s may elect to develop an IDP
  o A Faculty Supervisor or funding agency may require an IDP
  o If no IDP, the Faculty Supervisor shall communicate expectations for the postdoctoral scholar’s research & career progress
  o A postdoctoral scholar may request in writing, the goals & expectations which they will be assessed

• Progress Assessments: An evaluations of Postdoctoral Scholar’s progress and accomplishments in research and professional development.
  o Periodic Reviews
    ▪ Informal oral assessments during appointment
    ▪ General discussion of the postdoctoral scholar’s recent research progress and overall research objectives
  o Annual Review
    ▪ Faculty Supervisor provides postdoctoral scholar with at least one written review per twelve (12)-month period
    ▪ Comprehensive assessment of the postdoctoral scholar’s research progress and professional development during the previous year

• A copy of the assessment needs to be sent to Kristine Chan (kyunchan@uw.edu) for the Postdoctoral Scholar’s file.

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.
  o 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

• Postdoctoral Scholar must attend these two orientations:
  o Welcome Day
  o Postdoctoral Scholars Orientation (currently in development)
• For Postdoctoral Scholars who do not attend the above, the Union will have access (at least 30
minutes) 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**

- Postdoctoral Scholars receive the following leave times:
  - **Vacation**: 21 paid days – preloaded start of appointment
  - **Sick**: 1 paid day each month – preloaded start of appointment; up to 12 days unused sick carryover to next appointment
  - **Bereavement**: 3 paid days of bereavement
  - **Personal Holiday**: 1 paid day per calendar year

- **Postdoctoral Scholars must submit their leave requests through Workday. Requests will go to the Faculty Supervisor for approval.**

**Article 32: Wages**

- Postdoctoral Scholars must receive a minimum or greater amount based on experience:

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

*By exception

- There will be a 2% annual salary increase based on the Postdoctoral Scholar’s anniversary date, if employment continues.

**Article 33: Workspace and Materials**

- Postdoctoral Scholars shall have access to required facilities, equipment and materials. Such access shall not be unreasonably denied.

**Memos of Understanding**

- **Transportation**
  - Fully subsidized U-PASS (expires June 30, 2021)

**Resources**

- **Labor Relations**
  - [UAW Contract](#)
- **Academic HR Titles and Ranks**
  - [Postdoctoral Scholar Titles](#)
  - [Policy on Teaching and Teaching Compensation Policy](#) (not included in contract)
- **UW Graduate School**
  - [Postdoctoral Affairs](#)