

UPON ARRIVAL TO CAMPUS:☐ **CHECK-IN WITH YOUR FACULTY MENTOR**☐ **SIGN UP FOR POSTDOC ORIENTATION:**

Please report to the Human Resources Service Center in Crawford Hall, room 320 to sign up for Postdoc Orientation **no later than the start date** listed in your appointment letter.

****Foreign Postdocs****

All foreign postdocs are to follow the above instructions. Once you check in at Crawford 320, you will then be directed to the Office of Immigration and Human Resource Services who will assist you with obtaining a social security number, tax status and documentation, and other issues related to being a foreign postdoc.

☐ **OBTAIN A CWRU I.D. CARD AND PARKING PERMIT**

The Service Center will provide you with an I.D./Parking authorization form. This can be taken to Access Services located on the ground level of Crawford Hall to get your I.D. and purchase a parking tag (if applicable).

☐ **ATTEND POSTDOC ORIENTATION**

The Human Resources Service Center will give you an invitation for Postdoc Orientation, which typically takes place on Monday mornings starting promptly at 8:30am in Crawford Hall, Room 209. Following the session in Crawford 209, new postdocs will meet with Diana Fox, Director of Postdoctoral Affairs, in Tomlinson Hall, Room 215 to review the Postdoctoral Benefits Program and answer any questions that you may have related to your postdoc experience here at Case.

Diana Fox, Director of the Office of Postdoctoral Affairs

Tomlinson Hall, Room 215

diana.fox@case.edu

215-368-0947

For additional information, check out the postdoc website: <http://postdoc.case.edu/>.

☐ **THE POSTDOCTORAL BENEFITS PROGRAM (PBP) – ENROLL AFTER POSTDOC ORIENTATION**

- Single coverage in the PBP for Postdoctoral Scholars & Fellows should be paid by the fellowship/grant or your faculty advisor/department. There are no out-of-pocket monthly premium costs for postdocs with single coverage.
- All postdocs must either enroll in or waive the plan online. For information about the plan and to enroll online, go to <http://www.garnett-powers.com/case/>. **You must enroll within 30 days of your start date.**
- Your benefits begin on your official first day of employment (the day you sign the I-9 form).
- Fill out the Life Insurance Beneficiary form and scan it to Diana Fox, diana.fox@case.edu.

- If you have any questions about the PBP, contact Garnett-Powers & Associates (GPA) at 1-888-315-4550 or casepbp@garnett-powers.com.
- **FOREIGN POSTDOCS:** If you do not have a social security number yet, please use your visa number in place of the social security number when enrolling online in the benefits program. Please type in the letter "V" in front of your visa number. Example: V202291530.
- **POSTDOCS who will be living OUT-OF-STATE (or outside of the greater Cleveland area):** Please note that **there will be limits on your benefit plan options**. Some plans service only the greater Cleveland area (about 50-75 miles around Cleveland). If you have questions about your eligibility for a benefits plan, please contact Garnett-Powers & Associates at 1-844-315-4550, or via email at casepbp@garnett-powers.com. For more information review their website: <http://www.garnett-powers.com/case/>.

☐ **CWRU NETWORK ID AND EMAIL ACCOUNT SETUP (for postdocs not paid through CWRU)**

- Since you do not receive a CWRU paycheck, your information is not entered into the HCM system by Human Resources. Therefore, a CWRU network ID and email account is not automatically created for you. Your supervisor or department administrator will need to request an affiliate account for you. To request an affiliate account, your supervisor/administrator should go to <https://its-services.case.edu/my-case-identity/affiliates/request/> and log in with his/her CWRU ID and password. They will fill out the form and will receive an email when the account has been assigned or Office of Postdoctoral Affairs Checklist for Externally Funded Postdocs renewed. "Post-Doctoral Fellow/Scholar" must be selected in the "Affiliation" field in order to receive all of the postdoc computer privileges and software center access.

☐ **CHECK-IN WITH YOUR DEPARTMENT ADMINISTRATOR**

Your department should cover the following with you:

- Keys/Building/Lab/Office Access: Your department will take care of setting up building/lab/office access for you on your CWRU I.D. card and set up getting keys if necessary.
- You should discuss any additional arrangements that are needed before the official start date.

☐ **ATTEND MANDATORY SAFETY TRAINING & HEALTH SCREENINGS**

You must work with your department/lab, through the Department of Occupational and Environmental Safety (DOES), to determine what safety training, health screenings or other safety measures are required by University policy and arrange to satisfy these requirements **prior** to beginning service in said facilities.

- The Department of Occupational & Environmental Safety provides training for: OSHA Lab Standards, Bloodborne Pathogens, Respirator, Hazard Communication, Vehicle Safety, X-Ray, Laser, and Radiation Training. To schedule training for X-Ray, Radiation, and Laser Training please call 368-2906. To schedule all other training contact the department at 368-2907. Check out their training website: <https://www.case.edu/ehs/Training/>.
- For animal care training please go to <http://casemed.case.edu/ora/iacuc/training.cfm>. **NOTE:** You will need a valid Case network ID and password to access this site. If you have further questions you can also contact the Animal Resource Center on campus at 216-368-3084.
- Departments should monitor this training to determine when postdocs may safely begin research and other laboratory duties.
- Discuss with your faculty mentor or lab manager the appropriate health screenings needed for the exposures that have been identified in your lab.
- **CONTACT HEALTH SERVICES** 216-368-2450 to obtain the appropriate immunizations, etc. needed for the exposures that have been identified. Baseline screenings are required for those that are working in the laboratory.

☐ **LIBRARY PRIVILEGES**

Library privileges are extended to you when you are a Post-Doc working on a Case research project. Frequently, your status is unknown to the Case Libraries if you are externally funded, or if you are no longer enrolled or employed at Case.

You can enjoy borrowing and research privileges to support your project, once library staff create an updated library account for you. With a library account, you'll have access to the collections at all campus libraries, as well as the collections of OhioLINK member institutions.

- To create your account, we'll enter general contact and sponsoring department information into our online system. We can help you get started with information about the Case libraries, services, and resources for your research!
- **Request An Account:** Requests for Post-Doc library accounts are generally completed within 24 hours or less, weekdays. Staff will create your account M-F during regular business hours and will confirm your account & library privileges with an email message.

<http://library.case.edu/ksl/services/libraryservices/postdoc.html>

All Postdocs: must **ENROLL IN** **or WAIVE** the Postdoctoral Benefits Program

All Postdocs: You will not automatically receive coverage, you must enroll to activate your benefits.

Research Associate transferring to Postdoc Scholar or Fellow: Your benefits change from the employee program to the postdoc program, you must enroll to activate your postdoc benefits.

For more information please review Garnett-Powers & Associates' website:
<http://www.garnett-powers.com/case/>. You can contact them at 1-844-315-4550, online at [Contact Case-PBP Customer Service](mailto:casepbp@garnett-powers.com), or via email at casepbp@garnett-powers.com.



Postdoc Sick and Vacation Time

Vacation Days

Postdocs need to have paid time off for recreational, religious, cultural, and other personal reasons. A reasonable period of time per fiscal year is allowable regardless of the reason for using the time and the University prefers to provide this time as vacation days.

Vacation days may be used at the postdoc's discretion and with the mentor's approval, provided that:

- The time off is pre-scheduled and coordinated with other time off
- The time off is used in whole or half-day increments

Postdoc's accrue vacation days monthly and may use them as the days accrue at any point during the fiscal year. Unused earned vacation days can also be carried over to the next fiscal year. The maximum amount of days that can be carried over cannot exceed the postdoc's maximum annual allowance.

- Upon appointment - 5 years of service: 1.33 days per month (16 days per year)

Sick Days

Each year postdocs will receive up to 10 paid sick days to be used for both personal and family medical purposes. A postdoc may draw upon the allowance either intermittently or in total over the twelve-month period based on eligibility date. "Eligibility date" refers to the date of the postdoc's first FMLA leave (Postdoc Scholar's only) within the previous twelve months.

Postdocs use the same allowance for both intermittent leave requests (such as prescheduled time off for medical appointments or reduced work time), if it relates to the personal medical or family medical leave request, or more significant events requiring a leave such as a serious health condition of a family member or a serious health condition of the postdoc.

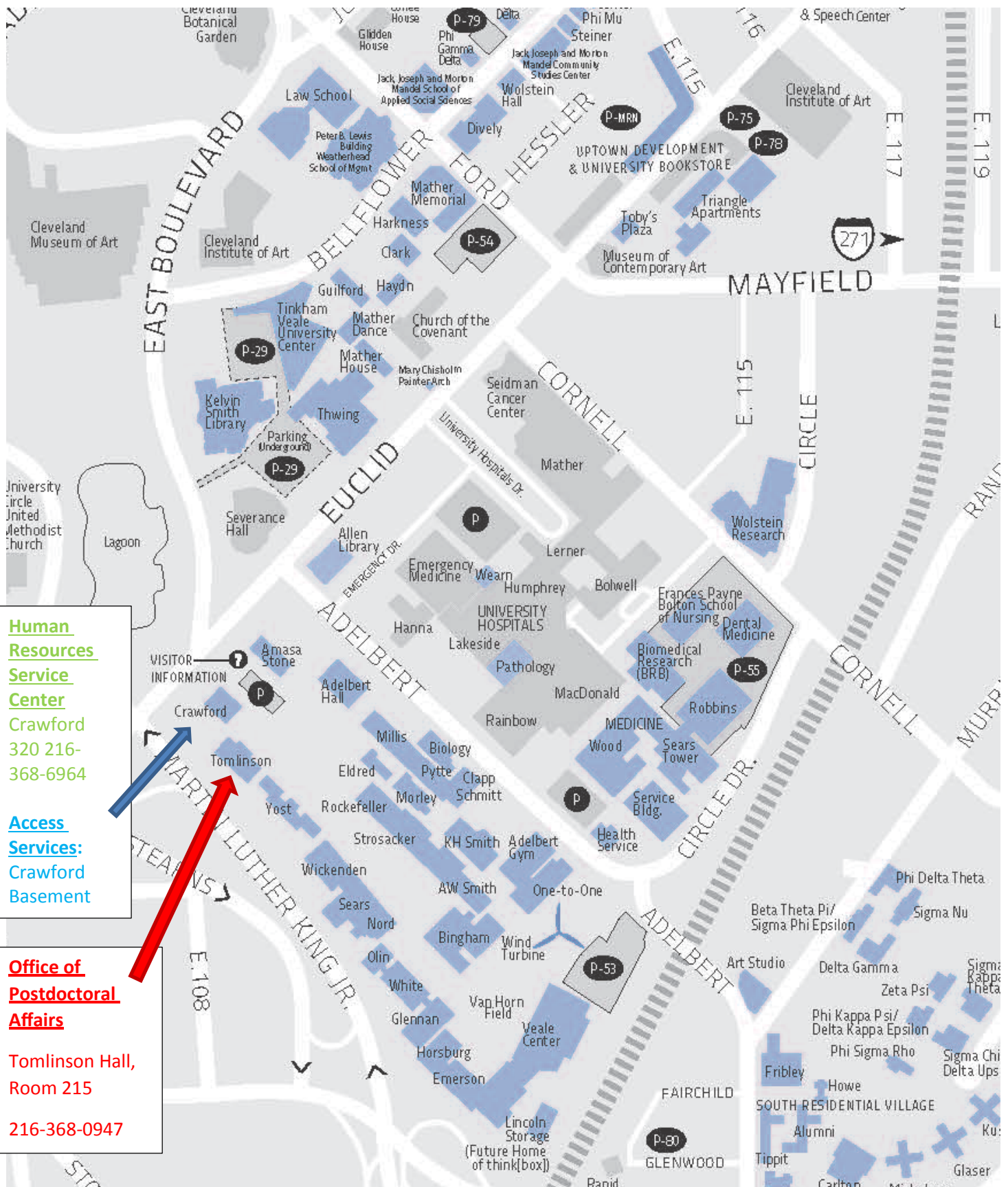
Sick days for Family Medical, Parenting, and Personal Medical reasons is allowed based on years of service. A postdoc may accrue unused balances from year to year. Postdocs may draw from their sick days balance up to a maximum of 12 weeks within any twelve month time period for personal medical leaves.

Postdocs have the option to use up to eight days annually of their unused paid sick days for bereavement, parenting, or family medical leave. Documentation may be requested for absences exceeding five (5) consecutive days.

Retirement Program

Offered through the National Postdoctoral Association

- A Fixed Deferred Income Annuity is now available to members of the National Postdoctoral Association
- Allows you to invest as little as \$50 per month towards a purchase for future retirement income distributions
- For further information go to:
<http://www.nationalpostdoc.org/>



SCHOOL OF
GRADUATE STUDIES
CASE WESTERN RESERVE
UNIVERSITY

Office of Postdoctoral
Affairs
Campus Map

FREE MEMBERSHIP IN THE



FOR CWRU POSTDOCS

Case Western Reserve University has purchased a sustaining membership from the National Postdoctoral Association (NPA). This entitles everyone who is affiliated with Case to obtain a **free affiliate membership** in the NPA. This is a significant new benefit for postdocs and other individuals affiliated with Case.

Eligibility

This offer includes postdocs, administrators, graduate students, faculty and alumni. In effect, anyone who has an e-mail address with the domains @case.edu, @cwru.edu, or @po.cwru.edu can join the NPA for free. All you need to do is complete an online or paper enrollment form using your CWRU e-mail address that we have pre-approved.

Benefits

Affiliate members receive a modified package of benefits, including subscriptions to NPA publications, access to members-only web content, and eligibility for NPA committee service. Please note that affiliate members are not eligible to vote or serve on the NPA Board of Directors.

Enrollment

The affiliate member enrollment form may be found online at:

<http://www.nationalpostdoc.org/>

Questions?

Questions about this new benefit may be directed to:

membership@nationalpostdoc.org