

CAFE Guide for New Postdocs

Congratulations on becoming a postdoc at the University of Kentucky's College of Agriculture, Food, and Environment! Postdoctoral scholars and fellows are entitled to a variety of benefits, services, and resources. This guide is designed to help you navigate life as a postdoc at the University of Kentucky. Welcome!

Checklist for your first week

- Confirm whether you are a postdoc scholar or a postdoc fellow as your classification affects your eligibility for certain benefits
 - o Postdoctoral scholar: considered student and employee
 - o Postdoctoral fellow: considered student
- Review UK's policies and procedures regarding both postdoctoral scholars and postdoctoral fellows: <https://www.uky.edu/regs/sites/www.uky.edu/regs/files/files/ar/ar5-1.pdf>
- Get your UK email and myuky account: When you are hired UK Human Resources (HR) will assign you a linkblue ID. After this you will get an email containing links to let you set-up and sign into your email and myuky account. If your department has an IT specialist check with them if you have any questions (or UK's IT specialists if your department doesn't have one).
- Get a UK ID card: You need a WildCard ID to have swipe access to various rooms and buildings. It also lets you purchase a membership to campus gyms/ recreational facilities, check out library books, ride Lextran buses for free and receive a range of discounts. You can get an ID by visiting room 380 of the Gatton Student Center. You will need to bring with you a government issue ID, your employee number, and \$17.
- Register for health insurance: Within your first month you must register for a University of Kentucky employee health plan. This does not happen automatically and is something you must do by visiting HR in Scovell Hall. There are several different packages available to postdocs, you can learn more here: <https://www.uky.edu/hr/benefits/employee-medical-plans>
- Parking: You must purchase an employee-parking permit to park on campus. You can do this at the Transportation Services office in Transportation Services the Press Avenue Garage (PS #6), 721 Press Avenue, (859) 257-5757. There are several different parking permit options available and you can find more information on passes, prices and parking areas here https://www.uky.edu/transportation/parking-permits_employee-permits
- Keys and gate cards: Check with your department and advisor about what keys and gate cards you will need for your position and who to get these from.
- Lab trainings: If you will be working in a lab, check with your advisor and lab manager about what lab safety trainings you will need. Most lab safety trainings are offered online and you can review a checklist of which you will need here: https://ehs.uky.edu/classes/safe_checklist_lab_0001.php At a minimum, complete the fire extinguisher use, chemical hygiene plan, and hazardous waste trainings. Annual training refreshers are required.
- Motor pool: If your position requires official travel and use of a vehicle, you can rent them through the UK motor pool. First, complete a Motor Vehicle Record (MVR) Release and Information Form (<http://www.uky.edu/administrativeservices/motor-vehicle-record>). To learn more and reserve a vehicle, visit <https://facilities.ca.uky.edu/content/uk-motor-pool>
- Campus tours: The virtual campus tour can be found here <https://www.youvisit.com/tour/uky>. Sign up for 90-minute general campus tours offered most weekdays: https://uky.secure.force.com/events/evt_SiteEventList. Note that these tours are geared towards prospective students, but will still get you oriented with campus buildings, facilities, and landmarks.
- New employee orientation: Ask your supervisor to register you for the new employee registration provided by UK Human Resources (HR). They can do this by filling out the form here: <https://ukhr.uky.edu/neo/>

Benefits

UK's Human Resources website (<http://www.uky.edu/hr/>) has information about benefits, leave, employee relations, wellness, and work-life. Below is an abbreviated list of some of the resources available on their website.

- Vacations, sick days, and holidays calculator: <http://www.uky.edu/hr/employee-relations/calculators-vacation-sick-temporary-disability-leave-and-holiday>
- Leaves (Maternity, paternity, health leave, temporary disability):
 - Vacation: You can earn 10-20 days of vacation leave per year, based on the time worked. These days may expire if not used by the end of the fiscal year. Speak with your supervisor or department administrative assistant to learn more.
 - Sick: You also earn 1 day of sick leave (temporary disability leave) per month.
 - Optional short-term disability: There are 2 options for plans to help cover disability leave due to illness, injury, or pregnancy. You must pay into one of these plans in order to receive this benefit. <http://www.uky.edu/hr/benefits/more-great-benefits/short-term-disability>
 - Long-term disability (LTD): You can apply for LTD if you are totally disabled and unable to perform your job. LTD is provided by the University at no cost to you. <http://www.uky.edu/hr/more-great-benefits/long-term-disability>
 - Paid holiday: UK has 9 paid holidays, in addition to 4 days of "bonus" days that are often approved as paid leave between Christmas and New Years. <http://www.uky.edu/hr/hr-home/official-staff-holiday-schedule>
 - Maternity/Paternity: Immediately after the birth of your child, you can use up to 30 days (6 weeks) of sick leave for recovery. After this period, you can use vacation or take unpaid leave for up to 12 weeks total leave time.
- Life insurance and accidental death/dismemberment insurance: You are eligible for both of these benefits as a postdoc, learn more at
 - <http://www.uky.edu/hr/more-great-benefits/life-insurance>
 - <http://www.uky.edu/hr/more-great-benefits/accidental-death-dismemberment>
- Voluntary benefits: You may enroll for other voluntary benefits, such as accident insurance, cancer/disease specific insurance, disability insurance, long-term care insurance, universal life insurance, auto/home insurance, and pet insurance. <http://www.uky.edu/hr/benefits/more->

[great-benefits/voluntary-insurance](#)

- Health and Wellness: UK Health and Wellness is part of the Human Resources department (<https://www.uky.edu/hr/wellness>). As a UK employee, you have access to their services, which include:
 - MoveWell: gym membership (\$7/month), group fitness classes, personal training sessions
 - EatWell: free nutritional consultation
 - BeWell: free personalized health coaching, workshops for mental health and well-being, tobacco cessation coaching
 - Alternatively, you can get a membership at the Johnson Center gym and other recreational facilities: <https://www.uky.edu/recwell/JC-AG-memberships>
- Mental Health:
 - Koru Mindfulness Meditation training class: <https://recwellservices.uky.edu/Program/GetProgramDetails?courseId=7d4c4713-799a-42d5-8d81-61e30bfddf1f&semesterId=743d8388-4809-4a1b-995f-009604723207>
 - You are entitled to 5 free counseling sessions for work-life balance and other mental health concerns. <http://www.uky.edu/hr/counseling/worklife-connections-counseling>

Other Postdoc Resources

- Ability to enroll in classes: As a UK employee postdocs can enroll in 6 credit hours (paid) per semester. Below are links to the relevant uky websites.
 - <https://www.uky.edu/hr/more-great-benefits/tuition-assistance-programs>
 - <https://www.uky.edu/hr/forms/tuition-waiver-form-for-classes-uk-eeep-form>
 - <https://www.uky.edu/hr/policies/employee-education-program>
- Problems with colleagues: Here's who you contact if you have problems with your PI/ coworkers: <http://www.uky.edu/hr/policies/grievances>
- Grant writing assistance: The Proposal Development Office (PDO) will help you in finding a funding source and reviewing proposals before submission. There is a lot of information and resources on their website. <https://www.research.uky.edu/proposal-development-office>
- CAFE facility locations: https://www.google.com/maps/d/u/0/viewer?mid=1aSroJAGC_xQ5T9sbmbZse_vYYdE&ll=37.758873398114346%2C-85.50858125000002&z=8