

## Dean of Grad Ed & Postdoc Affrs

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**From:** Jennifer (Oh) Bourque  
**Sent:** Friday, October 6, 2023 2:48 PM  
**To:** Li, Michael; drawlins; sdchavez@health.ucsd.edu; Dizon, Rommel; Mara Otero  
**Cc:** Frankos, Matt; Trinidad, Pearl; Aguila, Analisa; Dean of Grad Ed & Postdoc Affrs; Liu, Junni; Prough, Marissa Yessis; Garcia, Wella; Gabriel, Angeline; Mehranpoor, Hoda; Ryan, James; Arredondo, Cassandra; Maheu, Kelly; Zion, Heather; Nick Weston-Dawkes; Palmer, Cynthia; Mallis, Tara  
**Subject:** FW: Postdoctoral Scholars Childcare Reimbursement Program  
**Attachments:** Submission Instructions.pdf

Dear Labor Relations, and other partners,

As mandated by PX Collective Bargaining Agreement, Article 37-Childcare reimbursement and dependent care programs, UCSD has implemented the campus reimbursement submission process. Attached is the instruction to postdocs.

The initial plan was to implement this process through ServiceNow, however, a last minute pivot was required. Requests will now be submitted via e-mail directly to our office. Unfortunately information about the old plan made it out to some postdocs and Employee Center ServiceNow received a couple submissions. Please direct postdocs or forward any requests to HR-Postdoc or [OPSA@ucsd.edu](mailto:OPSA@ucsd.edu). We hope that in the future this process will be transitioned to ServiceNow so that we can manage, track and communicate in a central platform.

Thank you, and please let me know if you have any questions.

Best,

*Jenn*

Jennifer Bourque (she/her/hers)  
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**From:** Salomon, Jennie <[jrsalomon@UCSD.EDU](mailto:jrsalomon@UCSD.EDU)>  
**Sent:** Friday, October 6, 2023 1:03 PM  
**To:** [postdoc-scholars-l@ucsd.edu](mailto:postdoc-scholars-l@ucsd.edu); [postdoc-admin-l@ucsd.edu](mailto:postdoc-admin-l@ucsd.edu)  
**Cc:** postdoc <[postdoc@ucsd.edu](mailto:postdoc@ucsd.edu)>; opsa, account <[opsa@ucsd.edu](mailto:opsa@ucsd.edu)>; Jennifer (Oh) Bourque <[jbouque@ucsd.edu](mailto:jbouque@ucsd.edu)>; Dillon, Heather <[hadillon@UCSD.EDU](mailto:hadillon@UCSD.EDU)>; Salomon, Jennie <[jrsalomon@ucsd.edu](mailto:jrsalomon@ucsd.edu)>  
**Subject:** Postdoctoral Scholars Childcare Reimbursement Program

Dear Postdoctoral Scholars,

We are pleased to announce the implementation of the Postdoctoral Scholars Childcare Reimbursement Program.

Effective October 1, 2023, Postdoctoral Scholars employed in all titles covered in the Recognition Article of the UC-UAW Postdoctoral Scholars (PX) Collective Bargaining Agreement are eligible to receive Childcare Reimbursement of up to \$2,500 per calendar year (January 1 – December 31) for expenses incurred during the Postdoctoral Scholar's appointment period for the following reasons:

- a. Eligible Childcare Reimbursement; and
- b. Professional Travel Childcare Expense Program.

Beginning October 1, 2024, the Childcare Reimbursement Program shall increase by \$100 each year as follows:

- a. October 1, 2024: \$2,600
- b. October 1, 2025: \$2,700
- c. October 1, 2026: \$2,800

Additional information is available in [Postdoctoral Scholars Childcare Reimbursement Program fact sheet](#); here is the link to the [Childcare Reimbursement form \(UBEN 255\)](#); and instructions for submitting the request is attached.

If you have questions, please contact the Office of Postdoctoral Scholar Affairs at [OPSA@ucsd.edu](mailto:OPSA@ucsd.edu).

**Jennie Salomon**

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