

Retiree Affiliates

Frequently Asked Questions (FAQs)

Retiree Affiliates are former Berkeley Lab scientists and engineers who have retired from Laboratory employment but wish to voluntarily donate their time and valuable expertise for intellectual engagement in their field of research. Retiree Affiliates provide an important service to Berkeley Lab and help further its mission of scientific research and public service.

Individuals in this category are provided with an Affiliate appointment in the Human Resources Information System (HRIS). As a Berkeley Lab Affiliate, they may receive computer accounts (including email), and a Berkeley Lab ID Badge for Site Access.

The following Frequently Asked Questions are intended to provide information and instructions for this population as well as outline expectations and clarify roles and responsibilities for both Retiree Affiliates and their host division.

Q: What is the criteria for becoming a Retiree Affiliate?

A: Retiree Affiliates must be former Berkeley Lab scientists and engineers (S&E) who have retired from Laboratory employment. Retiree Affiliates are experts in their field of research and offer valuable expertise and insight toward Laboratory research programs and initiatives.

Retiree Affiliates cannot be used to supplant regular staff employees and may not be used in full-time, long-term assignments.

Q: What is the acceptable level of engagement for Retiree Affiliates?

A: Retiree Affiliates voluntarily donate their services directly to Berkeley Lab. Activities are expected to be part-time, sporadic, or of limited duration. Services are provided with oversight from a Berkeley Lab staff member from the sponsoring division who serves as the official host.

The division to which the Retiree Affiliate is providing service must provide any and all necessary safety training and personal protective equipment (PPE) needed to safely perform the identified activities.

Retiree Affiliates do not supervise Berkeley Lab staff (including students or postdoctoral employees), serve as the host for other affiliates, nor are they authorized to commit funds on behalf of the Laboratory.

Q: Do Retiree Affiliates need to be paid by the division?

A: No. Retiree Affiliates voluntarily donate their time and expertise, and receive no compensation for their services. Because Retiree Affiliates are not employees of Berkeley Lab, they are not eligible for programs such as staff development training and University of California benefits such as sick leave, retirement credit or most insurance benefits that are available to employees.

Individuals who qualify for this appointment must sign a Retiree Affiliate Acknowledgement letter certifying their understanding that there is no expectation of compensation or benefits.

Serving in this appointment does not impact the Retiree Affiliate's University of California or other retiree benefits.

Q: Can Retiree Affiliates receive reimbursement for Berkeley Lab related expenses?

A: Generally it is not expected that Retiree Affiliates will have a business need to travel on behalf of Berkeley Lab. For extenuating and unique circumstances, a division may have a compelling reason to request a Retiree Affiliate to travel for Berkeley Lab business. If this circumstance occurs, the Division Director may approve reimbursement to Retiree Affiliates for expenses such as transportation, meals, or incidental expenses incurred in accordance with the Berkeley Lab Travel Policy governing these activities.

Q: What is the length of the Retiree Affiliate appointment?

A: Retiree Affiliate appointments may be established for a period of up to one year, with the possibility of annual extension.

Retiree Affiliates serve at the discretion of the hosting division. The appointment may be ended without prior notice at any time a division determines that the services are no longer needed. No length of performance of services for a specific division or for Berkeley Lab shall create any entitlement, right or privilege on the part of any individual to continue providing services in the future.

Q: How do I establish a Retiree Affiliate appointment?

A: To establish a Retiree Affiliate appointment a division must submit a Hire Request to Human Resources. The request should be submitted by the division host or their designee who must provide specific information relating to the Retiree Affiliate's proposed scope of activities. The Division Director will be asked to review and approve the request.

Once approved, the Retiree Affiliate will be required to review and sign a Retiree Affiliate Acknowledgement letter and execute an Affiliate Intellectual Property Agreement (IPA) prior to performing any services.

A member of the Human Resources team will meet with the Retiree Affiliate on the first day of their appointment to collect their documents and assist in obtaining their ID Badge and Berkeley Lab Identity activation codes.

Q: Can Retiree Affiliates be provided with office space? Computer accounts? A Berkeley Lab ID Badge?

A: At their discretion and upon consideration of business needs and priorities, hosting divisions may choose whether or not to provide work space and/or grant e-mail and computer account services to Retiree Affiliates in accordance with relevant policies and guidelines.

Retiree Affiliates are not Berkeley Lab employees. As such, they should not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of Berkeley Lab or any unit of the University of California unless appropriately authorized (explicitly or implicitly) to do so. Upon completion of their Retiree Affiliate appointment, Retiree Affiliates' access to Berkeley Lab e-mail and computer account services must be terminated.

Retiree Affiliates providing on site services are eligible to receive a Berkeley Lab ID Badge identifying them as an Affiliate.

Q: Can Retiree Affiliates be provided with Lab property/equipment?

A: Employees who are retiring from the Laboratory must return all property as part of the exit process. The retiring employee's supervisor is responsible for collecting and appropriately handling the return or transfer of property/equipment as outlined on the [Exit Checkout Sheet](#). Individuals in Retiree Affiliate appointments may be granted use of on-site property/equipment. If business needs warrant the Retiree Affiliate to take property off-site (e.g. laptop computer), Division Director approval must be obtained. Affiliates cannot be property custodians. The host of the Retiree Affiliate must be identified as the property custodian and accountable party for property issued for use by the Retiree Affiliate.