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July 29, 2009

**CHANCELLORS
CHIEF EXECUTIVE OFFICERS—MEDICAL CENTERS**

Policy on the Senior Management Group Hiring Bonus and Policy on the Senior Management Group Relocation Allowance

Dear Colleagues:

Attached are the new policies on the [Senior Management Group Hiring Bonus](#) and the [Senior Management Group Relocation Allowance](#). The policies were approved by The Regents at the February 2009 meeting and are effective August 1, 2009. The Vice President—Human Resources is the responsible officer for these policies.

The *Senior Management Group Hiring Bonus* policy provides the direction and authority for granting hiring bonuses to external candidates as part of the University's hiring offer. The *Senior Management Group Relocation Allowance* policy provides the direction and authority for granting relocation allowances to offset a portion of external or internal SMG candidates' costs associated with accepting the University's employment offer or with relocating at the University's request. Both policies describe the eligibility criteria and restrictions, the payment percentage limits, the repayment provisions should the employee separate from the University prior to at least two years of service, and the treatment for benefits purposes and for tax reporting.

The policies were reviewed by the campuses and the Academic Senate. In addition, employees were given an opportunity to comment. The policies will be made available on the following website:
http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/smg_hr_policies.html

In the near future, the *Implementation Procedures* and *Frequently Asked Questions* for the policies will be posted on the website as well.

Sincerely,

Mark G. Yudof
President

Attachments

cc: Members, President's Cabinet
Vice President Duckett
Academic Personnel Directors
Chief Human Resources Officers
SMG Coordinators
Universitywide Policy Office