

POLICY ON RELOCATION ALLOWANCE<sup>3</sup>

A. GENERAL

A relocation allowance may be granted to an individual appointed to a Senior Manager or Manager/Senior Professional position. The relocation allowance is intended to offset higher living costs in the new location. This relocation allowance is provided at the sole discretion of the University and is not intended to reimburse or offset actual or presumed costs in moving from one location to another. Relocation allowance payments are excluded from covered compensation under the University of California Retirement Plan or Public Employees Retirement System.

B. ELIGIBILITY

Individuals recruited to a University position within California, who, at the time of recruitment do not reside within California and who are not currently employed by the University, may be granted a relocation allowance.

C. PAYMENT OF RELOCATION ALLOWANCE

1. The total value of the relocation allowance shall not exceed 25% of the member's annualized base appointment salary for the position at the new work location.
2. Payment of a relocation allowance normally is made on a monthly basis over a period of four years, with 40% of the allowance paid in the first year, 30% in the second year, 20% in the third year, and 10% in the fourth year. The Chancellor may modify the schedule of payments based on the circumstances of the recruitment.
3. Payment of a relocation allowance for individuals recruited into positions at the National Laboratories will be made at the discretion of the Laboratory Director in accordance with policies approved by the Department of Energy.

D. FUNDING SOURCES

Relocation allowances will be funded by individual campuses or Laboratories and charged to appropriate funding sources. Funding sources for General Fund-supported positions may include funds from available General Fund balances allocated by the Office of the President to the campuses by fiscal year end for various purposes including faculty recruitment and budgetary savings relief. Payments for positions which are not supported by General Fund sources are the responsibility of the campuses and shall be charged to appropriate funding sources. Laboratories shall use appropriate contract funding sources for the relocation allowance.

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<sup>3</sup> Replaces Executive Program Policy 31 issued 1/89, and Management Program Guidelines issued 10/84, both titled Relocation Incentive--Temporary Salary Supplement.

E. AUTHORITY

Individual Chancellors and Laboratory Directors shall determine the amount of the relocation allowance within the limits of this Policy. If the total value of the relocation allowance and the member's annualized base appointment salary equals or exceeds the amount requiring Regental approval as stated in Bylaw 12.3(m) and Standing Order 101.2(a), a one-time approval by The Regents, upon recommendation of the President through the appropriate Regents' Standing Committees, is required.