

## **UC HIRING BONUS REQUEST GUIDELINES FOR NON-SMG POSITIONS**

### **PURPOSE**

To enable UC locations to make a market-competitive employment offer and assist in securing an individual candidate's acceptance of the offer.

### **CANDIDATE ELIGIBILITY**

1. Candidate cannot be a current UC employee.
2. Candidate cannot have been employed by the University during the 12 months prior to the proposed rehire date.
3. Candidate position classification cannot be Senior Management Group (SMG).
4. Proposed candidate total cash compensation offer, which includes hiring bonus amount, must be below the Indexed Compensation Level (ICL) of \$387,700 - effective as of 7/1/2023.
5. Candidate must meet any additional UC location eligibility requirements.

### **USAGE CRITERIA AND REQUIREMENTS**

1. Total hiring bonus amount cannot exceed a maximum of 10% of the starting annual base salary.
2. A hiring bonus cannot be used in place of a relocation payment, which is intended to offset a portion of the candidate's costs associated with accepting the University's employment offer and relocating.
3. The candidate's offer letter should detail the hiring bonus payment, and repayment provisions should the recipient separate from University employment before completing the agreed upon years of service, which the candidate then agrees to by signing the offer letter.