Office of the President

June 15, 1959

TO CHIEF CAMPUS OFFICERS:

In order to maximize the geographical area of selection of specialized nonacademic personnel in difficult recruiting situations, and to expedite necessary approval procedures, the Regents of the University on November 15, 1957 approved the following resolution:

"That the President be authorized to approve payment of one-half the actual removal expenses of appointees to nonacademic positions requiring specialized training and/or experience of a technical, professional, or administrative nature, upon certification of the Chief Personnel Officer of the University that such payment is necessary for the recruitment of persons qualified for such positions."

The purpose of this memorandum, therefore, is to delegate to Chief Campus Officers authority to approve payment of removal expenses to nonacademic appointees under the following conditions:

(1) no commitment regarding payment of removal expenses to a nonacademic appointee shall be made without the prior approval of the appropriate Chief Campus Officer,

(2) payment of removal expenses may be authorized by the Chief Campus Officer only after obtaining the certification of the Chief Personnel Officer, or his designated representative, that the position requires "specialized training and/or experience of a technical, professional, or administrative nature," and as to the unavailability of qualified applications for the position from within the University or other normal recruiting area,

(3) payable expenses and procedures for payment shall be the same as set forth in paragraphs #4, #6, and #7 of the statement of policy governing removal expenses for academic appointees and dated August 1, 1957, except that removal expenses for academic appointees shall be paid from departmental funds, supplemented, if necessary, from local contingency funds, and,

(4) annual reports covering the preceding fiscal year shall be submitted to the President by September 1, of each year, beginning in 1960, indicating the names and titles of appointees for whom payment of removal expenses has been authorized under this delegation, and the amount paid in each case.

Clark Kerr

cc: Miss Virginia Smith
Controller
Budget Officer
Chief Personnel Officer

1Rescinded by Wellman Letter, 10-06-67, and by DA 0184.

See Attachment.
Office of the President

February 14, 1961

CHIEF CAMPUS OFFICERS AND CABINET MEMBERS:

Maximum Limitation on Payment of Removal Expenses for New Appointees

Clarifying current policy statements on the subject of removal expense allowances for new appointees (academic, non-faculty professional research, and nonacademic), payment should not be made for more than one-half of the actual removal expenses of any one household. This policy applies in all in stances, even though more than one member of the same household might at the same time be appointed to the University staff. In ether words, the 50% reimbursement allowance is granted to the household and not to the individual members thereof.

Clark Kerr

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