

## MEMORANDUM

TO: Faculty Mentors for Postdoctoral Research Fellows

FROM: Leslie Beckman, Yasmin Chebaro PhD., Kevin Morano, PhD

DATE: September 17, 2020

RE: New Policy Announcement: Postdoctoral Research Fellow Relocation Support

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Effective immediately, Principal Investigators may pay relocation support to new postdocs at their discretion. This policy change has been a long time coming and was catalyzed by recent COVID-linked complications with start dates for international recruits.

This optional support will apply to all incoming postdocs and must meet institutional guidelines (see below). An agreement to pay relocation support must be pre-approved by the department chair and documented in the postdoc offer letter.

We sincerely hope this change provides needed flexibility to meet the challenges posed by our current public health situation, fosters competitive recruitment and benefits the institution by attracting the highest quality research trainees.

### ***UTHealth Finance & Business Services-Relocation Policy***

*A relocation support supplement may be offered to new full-time recruits relocating from more than 50 miles away.*

*The supplement will be processed as a one-time payment via HCM/payroll so taxes are systematically applied.*

*The relocation support supplement amount will be set during the hiring process, with a maximum supplement of “up to” 1/12th of total annual compensation (excluding one-time payments) and in compliance with school or departmental policy; no receipts will be necessary.*

*In the event the employee terminates employment prior to 12 weeks of service, the full relocation support supplement shall be refunded.*