



EXECUTIVE VICE PRESIDENT - CHIEF OPERATING OFFICER

OFFICE OF THE PRESIDENT  
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July 20, 2022

Colleagues,

I'm pleased to announce that we are realigning our University of California, Office of the President (UCOP) morale-building guidelines with systemwide UC policy. This action will give us all more ways to recognize the good work of staff and support morale-building activities in our new hybrid environment.

Effective as of July 1, 2022, UCOP is realigning with the UC [Expenditures for Business Meetings, Entertainment, and Other Occasions \(BUS 79\)](#) and [Employee Non-Cash Awards and Other Gifts \(G-41\)](#) policies, and removing current UCOP restrictions, as follows:

- **Meals and light refreshments:** Meals and light refreshments for entertainment and business meeting events are allowed for the purpose of conducting substantial and bona fide university business per UC policy and up to the per person policy limit. The policy does not limit the frequency of these types of events.
- **Retirement and other employee recognition events and gifts:** Retirement and other employee recognition events and gifts for any UCOP employee, including senior leaders and managers, are allowed per UC policy, with one exception – length of service awards are limited to lapel pins and paperweights rather than gifts up to \$400.
- **Morale-building activities:** Morale building activities that honor or recognize one or more employees are allowed per UC policy. This now includes end-of-year morale-building events. Activities may be held off-site, if appropriate, and could include some form of entertainment. Meals are limited to no more than once a month or 12 times per year, per group. Light refreshments are limited to no more than twice per month per group.
- **SPOT Awards and other allowable non-cash awards:** These awards are allowed per policy within the dollar amounts specified in the policy. Up to three SPOT and/or allowable non-cash awards are allowed in one calendar year. Length of service awards occur every five years once an employee has reached five years of service, which for UCOP includes a paperweight at 10 years, and a UC lapel pin for every five years, thereafter.

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In addition to following UC policy, please note that the cost of these recognition and morale-building activities must be within the UCOP department's budget and be reasonable. For more information, review the policies or consult the [Morale Building and Non-Cash Awards Matrix](#).

If you have questions about these changes, please contact Thera Kalmijn, executive director of UCOP Operations.

Thank you for your continued leadership and collaboration.

A handwritten signature in black ink that reads "Rachael Nana". The signature is fluid and cursive, with a long horizontal stroke at the end.

Executive Vice President,  
Chief Operating Officer