| Institutional Handbook of Operating Procedures<br>Policy 3.3.3 | |
|---|---|
| Section: Employee Policies | Responsible Vice President: Executive Vice President of Business and Finance |
| Subject: Employment | Responsible Entity: Human Resources |

**I. Title**

*Classified Staff Recruitment and Transfer*

**II. Policy**

**A.** The University of Texas Medical Branch at Galveston ("UTMB") is an Equal Employment Opportunity/ Affirmative Action employer and is committed to the recruitment and selection of highly qualified employees. UTMB, in compliance with applicable federal laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information, or veteran status.

**B.** All employees with hiring authority over classified employees will ensure that qualified candidates are given equal consideration for posted positions without regard to race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information, or veteran status.

**C.** In all cases, the best-qualified candidate will be selected. In support of this commitment, recruitment and selection procedures have been developed specifically for the recruitment of classified staff. It is the responsibility of the departmental hiring authority to follow all UTMB and EEO/AA laws and regulations in the recruitment and selection of qualified individuals. In addition, before hire or transfer, employment references, drug screenings, and appropriate criminal history background checks shall be completed in accordance with IHOP Policies 3.2.6 Criminal History Background Checks for Employment and Promotions and 3.7.2 Pre-Employment Drug Testing.

**D.** Employees seeking a transfer must have completed their initial six months of employment with UTMB and three months in their current department to be eligible for transfer. In certain circumstances, the Office of Human Resources ("HR") may approve an early transfer if it is to the benefit of UTMB and both supervisors agree.

**E.** Hiring authorities will review the HR file of the final applicant being considered for a position, giving special consideration to performance reviews and any disciplinary actions. There is no probation period for employees transferring into a position; however, performance appraisals are encouraged at regular intervals beginning after three months.

**III. Procedures**

**A.** The responsibilities of the hiring authority are detailed in the "Recruitment and Selection Procedures for Classified Staff." The procedures can be obtained from the Talent Acquisition and Recruitment division of the Office of Human Resources.

**B.** The following information is included:

- Recruitment and Selection Process
- Advertising Guidelines
- Interviewing Guidelines
- Appendix

**C.** Employees seeking an early transfer must submit a letter from his/her current supervisor to Human Resources approving the transfer and include a statement that the employee is currently not under any form of disciplinary action. If approved, Human Resources will notify the employee seeking transfer and prospective supervisor.

## IV. Related UTMB Policies and Procedures

IHOP Policy 3.2.1, Nondiscrimination, Equal Employment Opportunity and Affirmative Action
IHOP Policy 3.2.6, Criminal History Background Checks for Employment and Promotion
IHOP Policy 3.7.2 Pre-Employment Drug Testing

## V. Dates Approved or Amended

| *Originated:* 07/01/2002 | |
|---|---|
| *Reviewed with Changes* | *Reviewed without Changes* |
| 06/09/2009 | |
| 06/22/2015 | |

## VI. Contact Information

Human Resources – Talent Acquisition and Recruitment
(409) 747-4800