Section 3	Human Resources Policies	07/01/02 - Originated
Subject 3.3	Employment	06//09/09 - Reviewed w/ changes - Reviewed w/o changes
Policy 3.3.3	**Classified Staff Recruitment and Transfer**	Human Resources - Author

Classified Staff Recruitment and Transfer

Policy

The University of Texas Medical Branch is an Equal Employment Opportunity/ Affirmative Action employer and is committed to the recruitment and selection of highly qualified employees. 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, or veteran status. 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.

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, Human Resources (HR) may approve an early transfer if it is to the benefit of UTMB and both supervisors agree.

Hiring authorities shall review the HR file of the final employee 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 at three months.

The University of Texas Medical Branch, 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, genetic information, or veteran status.

Procedure

The responsibilities of the hiring authority are detailed in the

Procedure, continued

"Recruitment and Selection Procedures for Classified Staff." The procedures can be obtained from the Department of Human Resources.

The following information is included:

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

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

References

IHOP Policy 2.12.2, *Nondiscrimination*
IHOP Policy 3.2.1, *Equal Opportunity and Affirmative Action*
IHOP Policy 3.3.2, *Security Clearance for Employees*