



**Institutional Handbook of Operating Procedures**  
**Policy 03.03.03**

Section: Employee Policies	Responsible Vice President: Vice President and Chief Human Resources Officer
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 (EEO/AA) 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. As a VEVRAA federal contractor, UTMB takes affirmative action to hire and advance women, minorities, protected veterans, and individuals with disabilities.
- 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 policies and EEO/AA laws and regulations in the recruitment and selection of qualified individuals. In addition, before any hire or transfer, employment references, drug screenings, and appropriate criminal history background checks shall be completed in accordance with IHOP Policies [03.02.06 Criminal History Background Checks for Employment and Promotions](#) and [03.07.02 Pre-Employment Drug Testing](#).
- D.** Employees must inform their supervisor that they are seeking a transfer before initiating the internal transfer application process so that the supervisor can begin preparing for the possibility of a vacancy.
- E.** 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 facilitate an early transfer if it is to the benefit of UTMB and both supervisors agree.

Employees in the Academic Enterprise are not eligible to seek transfer within 12 months of their original hire date or most recent transfer. Any exceptions must be approved by the Provost's Office. Additionally, if the requested exception involves a transfer within the employee's first six months of original hire date, it will also need to be reviewed by Human Resources (HR).

- F. If the final applicant being considered for a position is a current UTMB employee, the hiring authorities will consult with the current manager and review the employee’s HR file, giving special consideration to performance reviews and any disciplinary actions. There is no probationary 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 Guide for Hiring Managers](#). The procedures can be obtained from the Talent Acquisition/Recruitment Services Division of Human Resources.
- B. The following information is included:
  - Recruitment and Selection Process
  - Advertising Guidelines
  - Interviewing Guidelines
  - Applicant Screening Device
  - Applicant Selection Matrix
  - Appendices
- C. Once a job offer is made to and accepted by a current UTMB employee, it is the joint responsibility of the hiring authority and current manager to establish a mutually acceptable effective date of transfer, taking into account the impact to patient care and business operations, as well as an appropriate allowance for the employee’s transition. Should a mutually acceptable date not be possible, the transfer will occur after the employee completes one full pay cycle or 30 days, whichever is longer.
- D. Transfer effective dates shall occur at the beginning of a pay period.
- E. Employees seeking an early transfer must submit a letter from their current supervisor to HR approving the transfer and include a statement that the employee is currently not under any form of disciplinary action. HR will notify the employee seeking transfer and prospective supervisor.

**IV. Related UTMB Policies and Procedures**

- [IHOP - 03.02.01 - Nondiscrimination, Equal Employment Opportunity and Affirmative Action](#)
- [IHOP - 03.02.06 - Criminal History Background Checks for Employment and Promotion](#)
- [IHOP - 03.07.02 - Pre-Employment Drug Testing](#)

**V. Dates Approved or Amended**

<i>Originated: 07/01/2002</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
06/09/2009	
06/22/2015	
07/24/2019	
04/29/2021	
01/28/25	

**VI. Contact Information**

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