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 03.02.06 Criminal History Background Checks for Employment and Promotions and 03.07.02 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. 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 for Classified Staff. The procedures can be obtained from the Talent Acquisition and Recruitment division of HR.

B. The following information is included:
   - Recruitment and Selection Process
   - Advertising Guidelines
   - Interviewing Guidelines
   - Appendix

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 his/her current supervisor to HR approving the transfer and include a statement that the employee is currently not under any form of disciplinary action. If approved, 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

<table>
<thead>
<tr>
<th>Originated: 07/01/2002</th>
<th>Reviewed with Changes</th>
<th>Reviewed without Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/09/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/22/2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/24/2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VI. Contact Information

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