

## Department of Radiology Transfer Guidelines

Information below is based on transfer procedures defined in the [Employee Manual for Staff Nurses and Allied Health Professionals](#), Part 2.5 Transfer Procedures

### **Transferring within the clinical unit** (eg: 2<sup>nd</sup> shift to first shift)

- Manager will notify employees within the clinical unit of shift openings through email or posting.
- Interested employees should contact the manager. If more than 1 employee is interested, and both employees have met the qualifications, the most senior employee will be assigned to the vacant shift.
- Timing of transfer will be determined by the manager (or managers) of that clinical unit. Transfer may be delayed until the employee can be replaced on their current shift.
- Employees who have received progressive discipline at written level or beyond within the prior twelve months are not eligible to transfer except by mutual agreement.

### **Transferring outside of current clinical unit and within Radiology** (eg: CT to General Radiology)

- Regular employees who have completed eighteen (18) months of employment in a budgeted position are eligible for transfer.
- Employees who have received progressive discipline at written level or beyond within the prior twelve months are not eligible to transfer except by mutual agreement.
- Employees may not transfer more than once in any 18 months except by mutual agreement.
- All positions will be posted on [jobs@uiowa.edu](mailto:jobs@uiowa.edu). Employees interested in transferring in to a position outside of their current clinical unit must submit an application on the jobs website as a transfer applicant. Radiology HR is available to assist with the application process if needed.
- Before submitting an application, the employee is encouraged to meet with the hiring manager.

### **Other information:**

- Any employee may apply for vacant positions through [jobs@uiowa.edu](mailto:jobs@uiowa.edu) and enter the competitive pool for a position.
- In all cases, the applicant selected must possess the ability to perform the duties of the position and any special or selective certification requirements included on the posting. The Employer may exercise discretion in determining which applicant is most qualified for a position. Employer may consider experience, recall status, performance, or other attributes, but no single attribute will be solely determinative.