

<b>Policy Number: 36</b>	<b>OCU Wage Slotting Policy</b>	<b>REV. 2</b> <b>Approved: 09-20-2021</b>
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## **1.0 PURPOSE:**

The purpose of the Wage Slotting Policy is to define the guidelines used to determine pay for previous work experience for employees outside of the Office Committee Union (OCU).

## **2.0 REFERENCE DOCUMENTS:**

2.1 OCU Base Business Labor Agreement 2021 – 2026

## **3.0 DEFINITIONS:**

- 3.1 Internal candidate – Current Cummins Inc. (CMI) employee (SHOP, TECH, EXMP, or OFFC that are employed outside of Southern Indiana) that is being offered an OCU-represented position
- 3.2 External candidate – Candidate not employed with Cummins Inc. (CMI) that is being offered an OCU-represented position
- 3.3 Promotion – Moving from a position at a lower paying wage classification to a higher paying wage classification
- 3.4 Demotion – Moving from a position at a higher paying wage classification to a lower paying wage classification
- 3.5 Equivalent Position – Moving from one position to another within the same wage classification

## **4.0 GUIDELINES:**

- 4.1 Wage Slotting – General Information
  - 4.1.1 Slotting is granted based on all OCU classifications.
  - 4.1.2 Minimum experience considered when wage slotting is applied will be zero (0) to three (3) years.
  - 4.1.3 Maximum experience considered when wage slotting is applied will be 15 years.
  - 4.1.4 Wage slotting (if awarded) is included in the base starting wage.
- 4.2 Wage Slotting for Internal Candidates Applying for a Promotion or Equivalent Position
  - 4.2.1 The candidate for wage slotting must be a current and active CMI employee with a minimum of zero (0) to three (3) years' applicable and relevant experience

commensurate to the work the internal candidate has been selected by the Hiring Manager to perform.

4.2.2 OCU Internal Staffing in consultation with the Hiring Manager will evaluate a slotting candidate's eligibility based on previous CMI applicable and relevant experience listed on resume and/or application submitted during the hiring process.

4.2.3 Internal SHOP, TECH, or OFFC candidates that are employed outside of Southern Indiana applying for a promotion will be slotted up to their previous base wage rate (base wage rate outside of the OCU) if all previous experience is considered applicable and relevant or per the Wage Slotting Schedule detailed in 4.5, whichever is greater, but not to exceed wage cap for the OCU classification they are being selected for.

#### 4.3 Wage Slotting for Internal Candidates Applying for a Demotion

4.3.1 The candidate for wage slotting must be a current and active CMI employee with a minimum of zero (0) to three (3) years' applicable and relevant experience commensurate to the work the internal applicant has been selected by the Hiring Manager to perform.

4.3.2 OCU Internal Staffing in consultation with the Hiring Manager will evaluate a slotting candidate's eligibility based on previous CMI applicable and relevant experience listed on resume and/or application submitted during the hiring process.

4.3.3 Internal SHOP, TECH, and OFFC candidates that are employed outside of Southern Indiana applying for a demotion will receive a base wage rate decrease equivalent to the delta between the entry wage rate for their current classification and the entry wage rate of the newly awarded OCU classification or be wage slotted per the Wage Slotting Schedule detailed in 4.5, whichever is greater, but not to exceed wage cap for the OCU classification they are being selected for.

4.3.4 Internal EXMP candidates who were previously an OCU-represented employee prior to becoming EXMP will be slotted at their previous OCU-represented wage or per the Wage Slotting Schedule detailed in 4.5, whichever is greater, but not to exceed wage cap for the OCU classification they are being selected for.

4.3.5 Internal EXMP candidates who were not previously an OCU-represented employee prior to become EXMP will be slotted per the Wage Slotting Schedule detailed in 4.5, whichever is greater, but not to exceed wage cap for the OCU classification they are being selected for.

#### 4.4 Wage Slotting for External Candidate Applying for OCU-Represented Position

- 4.4.1 The candidate for wage slotting must have a minimum of zero (0) to three (3) years' applicable and relevant experience commensurate to the work the external applicant has been selected by the Hiring Manager to perform.
- 4.4.2 Corporate Recruiting in consultation with the Hiring Manager will evaluate a slotting candidate's eligibility based on previous CMI applicable and relevant experience listed on resume and/or application submitted during the hiring process.
- 4.4.3 External candidates will be slotted per the Wage Slotting Schedule detailed in 4.5, not to exceed wage cap for the OCU classification they are being selected for.

4.5 Wage Slotting Schedule

OCU Base Business Wage Slotting Schedule	
0 – 3 Years Relevant, Applicable Experience	\$0.50
3 – 6 Years Relevant, Applicable Experience	\$1.00
6 – 9 Years Relevant, Applicable Experience	\$1.50
9 – 12 Years Relevant, Applicable Experience	\$2.00
12 – 15 Years Relevant, Applicable Experience	\$3.00
15+ Years Relevant, Applicable Experience	\$4.00

**5.0 RESPONSIBILITY:** OCU Internal Staffing and/or Corporate Recruiting, Hiring Manager

AUTHOR: OCU Policy Committee

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**APPROVALS:**

Labor Relations Manager: Cynthia Brown Date: 10/12/2021

OCU President: [Signature] Date: 10/12/21