

Policy Number: 14	Position Trading	REV. 3 Approved: 09-20-2021
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1.0 PURPOSE: Define Position Trading Process

2.0 REFERENCE DOCUMENTS:

2.1 OCU Base Business Labor Agreement 2021 – 2026

3.0 DEFINITIONS:

3.1 SIPS: Southern Indiana Placement Services

4.0 GUIDELINES:

4.1 Within a position, two employees who are performing the same work but are in different departments/teams and/or on different shifts or different shift within the same department may trade positions if both employees and both supervisors agree. A supervisor may agree to a trade if the employee transferring into the position is qualified. There is no obligation on the part of any employee or supervisor to agree to such a trade.

4.2 SIPS must be notified of any position trades.

5.0 RESPONSIBILITY: Managers and Employees

AUTHOR: OCU Policy Committee

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Next Review Date: 09-09-2022

APPROVALS:

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

OCU President: Jan Mills Date: 10/12/21