**OCU Part-Time Agreement Request Form**

This form applies to OCU employees working for Cummins. Follow these steps:

1. Review the OCU Part-Time Employment Guidelines (located on the [Southern Indiana Labor Relations Cummins Connect page](https://cummins365.sharepoint.com/sites/CS16774/)).
2. Fill out this request form by completing all fields highlighted in yellow and submit it to your manager for discussion.\*
3. Submit a copy to your Line HR Manager with manager approval.
4. Send fully approved Part-Time Agreement Request Form to [sipspayroll@cummins.com](mailto:sipspayroll@cummins.com) and [ocu.placement@cummins.com](mailto:ocu.placement@cummins.com).

**\*Please note: Part-time arrangements are expected to last a minimum of three (3) months.**

**Section 1: Employee Information**

**Employee Name:** Click or tap here to enter text.

**Employee WWID:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

**Section 2: Part-Time Arrangement Details**

1. Have you reviewed the guidelines related to this proposal? If “No”, please go back and review the OCU Part-Time Employment Guidelines before completing this form. Choose an item.
2. Agreement Period Effective Dates:

From (date): Click or tap to enter a date.

To (date): Click or tap to enter a date.

1. Percentage of part-time (between 50% and 90% in increments of 10%): Choose an item.
2. Proposed schedule:   
    Check the box to the left if you have identified a set schedule with your manager. Please enter schedule details in the table below. If you plan to work during two different periods throughout the day, please indicate clock in and clock out times for both periods.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. | Sun. |
| Clock In |  |  |  |  |  |  |  |
| Clock Out |  |  |  |  |  |  |  |
| Clock In |  |  |  |  |  |  |  |
| Clock Out |  |  |  |  |  |  |  |

**Section 3: Miscellaneous Details**

**Job Responsibilities:**

Check this box once you have attached your Workplan Objective in TMS related to the flexible work arrangement(s) you are requesting.

***.***

**Describe the plan to reallocate displaced work.**

Click or tap here to enter text.

**Communication Plan:** **How will you keep your team, your manager and your customers informed of your schedule, accessibility and how to reach you?**

Click or tap here to enter text.

**Challenges/Risks: What potential challenges and risks do you anticipate related to your manager, your co-workers and your customers? How do you plan to handle these?**

Click or tap here to enter text.

**Flexibility:** **How will you handle unexpected times you would normally not work but need to come in to work to cover an unexpected business need? What are your back-up systems?**  
Click or tap here to enter text.

**Ongoing Personal Development:** **What are your plans to take responsibility for your ongoing development opportunities and career path?**  
Click or tap here to enter text.