

1.0 PURPOSE:

- 1.1 To identify and develop the skills of students in our local school systems.
- 1.2 Give high school juniors, seniors and post high school students a potential path into all Cummins occupations.
- 1.3 Work with area schools and industries to encourage excellence in secondary education.

2.0 REFERENCE DOCUMENTS:

- 2.1 Southern Indiana OCU Labor Agreement
- 2.2 Indiana Child Labor Laws

3.0 PROGRAM SCOPE:

- 3.1 This program extends to School to Work Students working in all Southern Indiana locations.
- 3.2 Work assignments will be chosen to vary the student's exposure to work content to the extent practicable within the scope of available work.
- 3.3 Emphasis would be placed on affirmative action and the development of local youth.
- 3.4 Development will include but is not limited to Safety, Effective Communication, Working in Teams, Problem Solving, Critical Thinking and the soft skills needed to be a successful, productive employee.

4.0 DEFINITIONS:

- 4.1 Student must be enrolled in an accredited school or homeschooled and working toward a high school diploma/equivalent or college degree.
- 4.2 A School to Work student will work a minimum of 15 hours per week, not to exceed 19 hours per week at any time.
- 4.3 Starting times may vary due to snow days or other reasons for school delays
- 4.4 School to work students will not be eligible for any Company benefits.
- 4.5 Subsequent assignments are defined as 12 consecutive months, or any additional returning assignments after the first year.

5.0 GUIDELINES:

5.1 Selection Process:

- 5.1.1 Students would be selected based on:
 - 5.1.1.1 Behavioral based personal interviews
 - 5.1.1.2 Grade evaluation
 - 5.1.1.3 Tests may be administered as deemed necessary, based on position
 - 5.1.1.4 Recommendations by the school administrators and/or instructors.
 - 5.1.1.5 School and/or previous employment attendance record
- 5.1.2 Post high school student's degree of study must be relevant to our business
- 5.1.3 Must be considered a full-time student by the institution in which they are enrolled
- 5.1.4 Pass a physical and drug screen based on Company policy
- 5.1.5 Complete Cummins Application and pass background check for criminal history
- 5.1.6 Withdraws from the program have to reapply to become eligible to participate.
- 5.1.7 School to Work hires are paid out of the department's budget for which they work.
- 5.1.8 This program is open to all people eligible to work in the United States.

5.2 Retention – High School:

- 5.2.1 Must meet school's minimum GPA requirements
- 5.2.2 Work and school attendance record
- 5.2.3 Discretion of the Company
- 5.2.4 Manager and school evaluation on an established periodic basis
- 5.2.5 Students and the Company must adhere to all Child Labor Laws

5.3 Retention – Post High School:

- 5.3.1 Must maintain a minimum of a 2.5 cumulative GPA.

- 5.3.2 Must be considered a full-time student by the institution in which they are enrolled
- 5.3.3 Work attendance record
- 5.3.4 Discretion of the Company
- 5.3.5 Manager evaluation on an established periodic basis
- 5.3.6 Students and the Company must adhere to all Child Labor Laws for students under the age of 18

5.4 Compensation

5.4.1 Students in the School to Work Program shall be compensated at no less than the rates contained in the following schedule:

- 5.4.1.1 Technical initial assignment: 75% of Technical Support Specialist entry wage
- 5.4.1.2 Subsequent Assignments: Additional \$0.25 per hour up to max rate of 90% of Technical Support Specialist entry wage
- 5.4.1.3 Administrative initial assignment: 75% of Analyst entry wage
- 5.4.1.4 Subsequent Assignments: Additional \$0.25 per hour up to max rate of 90% of Analyst entry wage

5.4.2 The intent of this wage scale is that no School to Work Student will be compensated at a wage rate higher than a full-time active assignment OCU-represented employee.

6.0 This program will adhere to all applicable laws regarding underage employment

7.0 Company will notify Union of all School to Work employees

7.1 School to Work employees will not pay union dues nor be represented by the Union

8.0 Each student will submit their academic schedule, grades, and GPA at the beginning and end of each academic semester to the Cummins School to Work Program Administrator.

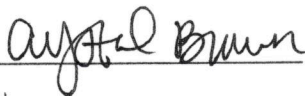
9.0 Each student will sign a document stating that they fully understand the conditions of this policy and program.

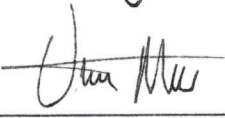
10.0 Southern Indiana Placement Services (SIPS) manages the administration of this program. Corporate Recruiting manages the recruitment process for this program. No changes may be made to this policy without Labor Relations approval.

11.0 RESPONSIBILITY: Southern Indiana Placement Services, Managers, and Students

AUTHOR: Labor Relations Policy Number: SI OCU 002

Revision Number: 05 Revision Date: 10/21/2021

Labor Relations Manager  8/11/2022

OCU President  8/11/2022