

Policy Number: 16	OCU Bidding Policy	REV. 05 Approved: 02-17-2022
--------------------------	---------------------------	---

1.0 PURPOSE:

To define the OCU bidding process

2.0 REFERENCE DOCUMENTS:

2.1 2021 – 2026 OCU Base Business Bargaining Agreement

2.2 Apprenticeship Program Standards

2.3 iRecruit

3.0 DEFINITIONS:

3.1 Southern Indiana Placement Services (SIPS)

3.2 Probationary Employee: Someone with six (6) months or less company seniority

3.3 Qualified: Meets minimum required qualifications listed on posted position

3.4 Minimum Required Qualifications: All Cummins years of service will be considered

4.0 GUIDELINES:

4.1 Employees must be qualified before bidding on an open position.

4.2 Employees must apply through iRecruit prior to the posting expiring (Reference: OCU Posting Policy).

4.3 Employees cannot be on any leave status and apply to any open positions.

4.4 Probationary and bid restricted employees are not eligible to bid on or move to open positions. Exceptions to this rule are outlined in Section 5.0.

4.4.1 Managers of bid restricted employees may waive the bid restriction by completing the Bid Waiver form accessible via the SIPS Cummins Connect page prior to the posting expiring in iRecruit. Bid restrictions must be waived on a per posting basis.

4.4.2 Employees who are currently assigned to positions for which they were selected through the posting procedure or through the hiring process shall not be eligible to bid for any posted position as indicated:

4.4.2.1 Analyst – 15 months

4.4.2.2 Technical Support Specialist (TSS) and Technician – 18 months

4.4.2.3 Associate – 18 months

- 4.5 Late applicants to postings in iRecruit or those missing the required documentation (resume for Associate Level postings) will not be accepted.
- 4.6 A qualified bidders list is sent to OCU E-board, Labor Relations, Hiring Managers, and Line HR after the posting has expired in iRecruit.
- 4.7 Once an applicant has accepted a position, a move notification will be sent to OCU E-Board, Current Manager, Labor Relations, Hiring Manager, Employee, and current and new Line HR.

5.0 BIDDING RESTRICTIONS EXCEPTIONS:

- 5.1 An Available Employee (Reference: OCU Bargaining Agreement Article 12, Section 3) who is placed in a position will not be restricted from bidding from that position to another position.
- 5.2 If an Available Employee bids to a new position, the restrictions in 4.4.2 apply.
- 5.3 Bid restrictions do not apply to persons wishing to enter the Apprenticeship Program.
- 5.4 Bid restrictions may also be waived for compelling reasons with Labor Relations/Human Resources approval.
- 5.5 Bid restrictions for Graduating Apprentices are outlined in the OCU Apprenticeship Standards.

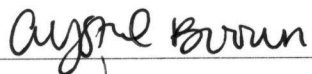

6.0 RESPONSIBILITY: Manager/Employee/SIPS

It is the responsibility of the Manager, Employee, and SIPS to ensure guidelines are met.

AUTHOR: OCU Policy Committee

Revision Date: 12-02-2021
Next Review Date: 12-02-2022

APPROVALS:

Labor Relations Manager		<u>8/11/2022</u>
OCU President		<u>8/11/2022</u>