

Policy Number: 17	OCU Selection Policy	REV. 6 Approved: 02-17-2022
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1.0 PURPOSE:

To define OCU selection process

2.0 REFERENCE DOCUMENTS:

2.1 2021 – 2026 OCU Base Business Bargaining Agreement

2.2 iRecruit

3.0 DEFINITIONS:

3.1 SIPS: Southern Indiana Placement Services

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

3.3 Qualified Applicant: 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 POSITION SELECTION PROCEDURE FOR ANALYST, TECHNICAL SUPPORT SPECIALIST, AND TECHNICIAN

4.1.1 Selections will be based on bargaining unit seniority.

4.1.2 The most senior applicant of those determined qualified for the vacancy shall be offered the position.

4.1.3 An employee must accept the position he/she bids on unless the employee deselects himself/herself from the position within one business day of receiving the offer letter. This is done by notifying SIPS via email of their desire to decline the position.

4.1.4 A move notification will be sent to the successful bidder, current Manager, new Manager, current and new Line HR, and OCU E-Board following the applicant's acceptance of the job offer.

4.1.5 The employee's move date will be indicated as the second Monday after the employee's acceptance of job offer.

- 4.1.6 In the event there is no applicant who meets the required qualifications, the Company may elect to not fill the vacancy; to post it again; to post the job externally, to fill it with a qualified employee who has reinstatement rights or who has recall rights; or to select a qualified employee from outside the bargaining unit.
- 4.1.7 Before the position can be filled externally, the position must have been posted to the OCU workforce within the past nine (9) months.

4.2 POSITION SELECTION PROCEDURE FOR ASSOCIATES

- 4.2.1 Selection will be determined by using selection by qualifications through an interview process.
- 4.2.2 An employee must respond to the offer letter within one business day of receipt of offer by notifying SIPS and the Hiring Manager in writing via email or the offer may be rescinded by the Hiring Manager.
- 4.2.3 Internal selections should be made within 20 working days from the date the posting expires in iRecruit or the posting may be cancelled.
- 4.2.4 The employee will move to the position on the 2nd Monday after acceptance of the offer for purposes of pay and position change, but movement to the new role will be mutual agreement between leaving/receiving Managers not to exceed the 3rd Monday. Any exception to this timeline must be agreed to by the current Manager, Hiring Manager, and the Employee.
 - 4.2.4.1 Exceptions may be approved for compelling reasons with Labor Relations/Human Resources approval.

4.3 POSITION SELECTION FOR OFFICERS AND LABOR RELATIONS

- 4.3.1 All vacancies for Executive Administrative Associate-Specialists reporting to Officers of the Company and vacancies in Labor Relations departments will be posted with the understanding that only qualified applicants may be selected, but the selections need not be according to seniority and the selections will not be subject to the grievance and arbitration provisions of the current contract. Such vacancies may not be filled by placing available employees on them or through reinstatement.

5.0 RESPONSIBILITY:

It is the responsibility of the Employee, Manager, and Southern Indiana Placement Services (SIPS) to ensure guidelines are met.

AUTHOR: OCU Policy Committee

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APPROVALS:

Labor Relations Manager	<u>Cynthia Brown</u>	<u>8/11/2022</u>
OCU President	<u>Jay Mills</u>	<u>8/11/2022</u>