

Policy Number: 15	OCU Posting Policy	REV. 5 Approved: 08-24-2022
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**1.0 PURPOSE:**

To define the OCU posting process

**2.0 REFERENCE DOCUMENTS:**

2.1 2021 – 2026 OCU Base Business Bargaining Agreement

2.2 Apprenticeship Program Standards

2.3 iRecruit

2.4 Position Evaluation Form

**3.0 DEFINITIONS:**

3.1 Southern Indiana Placement Services (SIPS)

3.2 Qualified: Meets minimum required qualifications listed on posted position

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

**4.0 GUIDELINES:**

4.1 Vacancy is created in iRecruit by the hiring manager using the job posting resources posted on the SIPS Cummins Connect page.

4.1.1 If a manager requests to reclassify an OCU-represented position, either vacant or filled, to a higher or lower classification, the manager must create a job posting in iRecruit for the newly classified role and submit the Position Evaluation Form to SIPS.

4.2 Line HR will change the Line HR field within the requisition to the SIPS HR Associate.

4.3 All OCU postings will be posted for 10 calendar days within iRecruit.

4.4 After the 10-day posting period, the SIPS HR Associate will remove the posting from the internal posting database and send the Hiring Manager and Line HR a qualified applicant list.

4.5 Orientations must be held for all posted positions. Hiring Managers will send orientation invitations to all qualified applicants after receipt. Orientations cannot be held until the posting has been removed from iRecruit.

**5.0 POSITION POSTING EXCEPTIONS:**

- 5.1 All positions shall be posted unless there are qualified employees with reinstatement rights who are qualified to fill the vacancies as specified in Article 12 Section 5 Reinstatement Rights.
- 5.2 As specified in the Apprenticeship Program Standards
- 5.3 As specified in Article 13 Section 4 Layoff Procedure
- 5.4 Vacancies that are posted during the Thanksgiving and Christmas holidays will be extended by the number of contractual holidays that fall within the 10-day posting timeline to ensure the job is posted for 10 calendar days.

**6.0 APPRENTICESHIP POSTINGS:**

Vacancies in the Apprenticeship Programs shall be filled according to the procedure set forth in the document entitled OCU Apprenticeship Standards

**7.0 RESPONSIBILITY:**

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

**AUTHOR: OCU Policy Committee**

Revision Date: 08-25-2022  
Next Review Date: 08-25-2023

**APPROVALS:**

Labor Relations Manager	<u>Cyril Brown</u>	<u>07/27/2022</u>
OCU President	<u>Vic Mauer</u>	<u>9/27/2022</u>