

Policy Number: 34	Trip Roster Guidelines	REV. 04 Approved: 09-19-2022
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1.0 PURPOSE: Define trip roster guidelines

2.0 REFERENCE DOCUMENTS:

2.1 State and Federal Guidelines (i.e. DOT Regulations, Labor Laws, etc.)

3.0 DEFINITIONS:

4.0 GUIDELINES:

The following are suggested guidelines for offering employees the opportunity to take trips outside of Southern Indiana. These guidelines are not to be considered all inclusive but are for the purpose of creating a consistent practice.

- 4.1 A departmental/team roster will be established and will normally be maintained by seniority.
- 4.2 The most senior qualified employee will be selected on a rotational basis and the supervisor will determine who meets the qualifications.
- 4.3 Anyone who turns down a trip will be charged and not scheduled again until they come up in the rotation.
- 4.4 When an employee is not qualified to perform the work they will be charged and scheduling will continue in rotation until a qualified employee has accepted the trip.
- 4.5 The following are examples of legitimate reasons for going out of rotation and offering a trip to a specific employee. If the employee has:
 - 4.5.1 A unique business relationship with the customer or supplier
 - 4.5.2 A specific level skill which must be used on the trip
 - 4.5.3 A training need which will be met on the trip
- 4.6 Overtime worked on a trip will not be maintained on any roster.

5.0 RESPONSIBILITY: Departmental Line Managers

AUTHOR: OCU Policy Committee

Revision Date: 09-07-2022

Approvals:

Labor Relations Manager: Cyril Brown Date: 09/27/2022
 OCU President: [Signature] Date: 9/27/2022