



THE TANK CAR PEOPLE

APPROVED:
Print Name: Amy Grzesk

TITLE:	Internal Salaried Job Posting and Application Policy	P&P #: HR03:308
APPLICABILITY:	All Union Tank Car Company Employees	EFFECTIVE DATE: 1/1/18
OWNER:	Human Resources	
BRIEF DESCRIPTION:	Policy that provides a communication to employees to learn about internal open salaried positions and provide application procedures to follow	
SUPERCEDES P&P #:	UTC – 03:308	PREVIOUS EFFECTIVE DATE: 2009

I. POLICY STATEMENT

Union Tank Car Company is committed to filling open positions by drawing from internal candidates possessing the desired qualifications. The Company will post open salaried positions to give employees the opportunity to apply for salaried positions for which they are qualified.

II. SCOPE

This policy pertains to all Union Tank Car Company business units including Leasing, Repair and Manufacturing.

III. ELIGIBILITY

All active, regular, full-time employees of the Company (as shown in Scope above) who meet the following requirements are eligible to participate:

- A. The employee must be on full-time status and have been in their current position for at least one (1) year prior to applying for a new position under the Internal Salaried Job Posting and Application Policy.
- B. The employee must be considered a competent employee as determined by the following guidelines:
 - 1. Salaried employees must have received a minimum of a 3.0 rating on their most recent performance evaluation.
 - 2. Hourly employees must be in good standing and have a good record related to safety, quality, production, and attendance requirements.



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IV. NOTIFICATION

The Talent Acquisition team and the Sr. Human Resources Manager - Manufacturing will each send out emails periodically to let employees know of available salaried positions and where to find information about the salaried open positions and the requirements needed to be considered. This email may also highlight newly opened salaried positions that may not be posted online and any related information. Shops will post a copy of this Internal Job Posting and Application Policy as well as where to view the job openings. This will allow employees to review the positions at their convenience.

V. APPLICATION & CONSIDERATION PROCESS

- A. The employee should self-evaluate to determine that they meet the basic job criteria.
- B. The employee should submit their resume per instructions on the job posting to the Talent Acquisition team, the Sr. Human Resource Manager – Manufacturing, or to the email provided in the posting, expressing interest in the position. Employee resumes and/or emails expressing interest in open positions should be received within 7 days of the new posting to ensure potential consideration.
- C. For hourly employee applicants, the Talent Acquisition team or the Sr. Human Resource Manager-Manufacturing will speak with the appropriate shop Plant Manager and HR Manager to determine the applicant’s eligibility as noted in III.B.2 above.
- D. If an employee meets the eligibility requirements, the Talent Acquisition team or Sr. Human Resource Manager-Manufacturing will speak with the employee to determine if they are a viable fit.
- E. If the employee appears to be a viable fit for the opening, the employee, Talent Acquisition, or the Sr. Human Resource Manager-Manufacturing will notify the employee’s current manager.



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VI. EVALUATION / QUALIFICATION PROCESS

- A. The Talent Acquisition Manager in Chicago HR or the Sr. Human Resource Manager – Manufacturing, in partnership with the hiring manager for the open position, will evaluate all potential candidates (both internal and external at the same time) to determine which candidates are the best match for the position.
- B. If an employee is identified as a potential candidate for the position, he/she will be invited to move through the interview and evaluation process for the position.
- C. If selected to move forward through the interview process, the employee will receive feedback from Talent Acquisition or Human Resources during the interview / evaluation process.
- D. If the employee is not selected after interviewing for the position, he/she will be notified by Talent Acquisition or Human Resources and advised they were not selected to fill the position. The employee will also be provided feedback from Talent Acquisition or Human Resources as to why they were not chosen and advised what they might do to qualify for a similar position in the future.

VII. CONTACT PERSON

The Human Resources Department has the general responsibility of overseeing the day-to-day implementation of this policy in accordance with payroll and legal requirements. Any requests for exceptions to this policy should be made in writing to the Human Resource Department for review and approval. Only the Chief People Officer, or his/her designee, in consultation with senior management and affected department director / manager, may grant such an exception.

VIII. AUTHOR

Human Resources