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TITLE: CAREER POSTING POLICY	
COGNIZANT SENIOR MANAGER:	APPROVED BY:
Approval on File 3/14/05 T. L. Frye Date Human Resources	Approval on File 3/16/05 R. D. Raaz Date WTS General Manager

1.0 POLICY

Washington TRU Solutions LLC (WTS) will ensure that its exempt and nonexempt career posting process is equitable to all WTS employees. The policy for advancement is one of promotion from within the company whenever practical. Human Resources (HR), the hiring manager, the releasing manager, and appropriate department managers will work in partnership to ensure that employees are treated fairly and consistently in this process.

The posting process is initiated by the hiring manager following the manager's determination of organizational needs. Openings may occur due to staffing-level increases or vacancies from attrition or through filling other positions. Applying for an open position is available to any employee who (1) has been in his or her current position for more than six months, and (2) is not on disciplinary furlough or the final written warning phase of progressive discipline. Employees who have current letters of reprimand on file are eligible to apply for vacancies; however, the terms and conditions stated in the letter remain in effect when the employee transfers. Employees meeting these requirements may apply for any posted position, regardless of their current job classification. Candidates should generally be within two grades of the posted position.

WTS's policy is to ensure that a consistent interview process is conducted for each open position and that feedback is provided by the hiring manager to all interviewees following the selection of the successful candidate.

Positions excluded from the career posting system include:

- Routine and planned promotions as part of job progression.
- Lateral reassignment of personnel between departments for business reasons, personal development, or circumstances affecting the safety, well-being, or productivity of individuals or groups. Lateral reassignments may be temporary or permanent. Reassignment between departments requires General Manager level approval. Department managers are authorized to approve reassignments within departments.
- Management positions. When management positions are vacated, the hiring manager (and department manager if not the hiring manager) will recommend a course of action. The course of action may include consolidation of management functions, thus eliminating the need to fill the vacancy; movement of a current

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manager into the vacant role; companywide requests for interest from current employees and managers; and external candidate consideration.

2.0 DETERMINATION OF OPEN POSITIONS

1. Prior to a posting being initiated, the responsible manager will complete the following:
 - Evaluate the skill and work needs of the organization and compare the needs to the job assignments, workload, and skills of existing personnel.
 - As appropriate, reassign work or modify job assignments within the organization (provided the new assignments are within the job progression of those personnel).
 - Determine the position/grade to be posted, if any.

2. The hiring manager will submit open positions to HR for posting.

The hiring manager will ensure that the position description(s) is/are complete and correct, and will obtain the department manager's concurrence with the posting.

For nonexempt positions: The hiring manager, together with HR, will establish the nonexempt family to be posted. The HR manager will approve all postings. No preferred candidates exist in this system.

For exempt positions: The hiring manager, together with HR, will establish the position grade or range of grades acceptable for the position. The HR manager will approve all postings. No preferred candidates exist in this system.

3. HR will post the position on the HR bulletin boards for a period of seven days. Positions normally will be posted by 3 p.m. on Thursdays, except when Thursday is a holiday, and removed on the following Thursday by 12 p.m.

3.0 PREREQUISITES FOR POSTED EXEMPT POSITIONS

Qualifications will be the sole determinants of employees selected to interview for a given position. Qualification will be determined by meeting the minimum requirements in the following areas:

- Education (college degree or technical school degree)
- Experience (number of years, both overall and job-specific)
- Prerequisite qualifications (if any)
- Candidates should generally be within two grades of the posted position

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- Candidates have been in their current position for more than six months
- Candidates may not be on disciplinary furlough or the final written warning phase of progressive discipline

Qualified candidates will be selected for exempt positions based on their past accomplishments and potential to meet the requirements of the posted position. The hiring manager will weigh each specific area as to its importance to the position being posted. An interview checklist containing these factors will be developed by the hiring manager to ensure that interview questions and the résumé review process are consistent and that they consider such things as the following:

- Personal skills (teamwork, leadership, communications, business results, self-management, employee development)
- Job-specific skills (technical, ability to achieve required qualifications)
- Experience and education (weighting of relative degrees, equivalency, and experience)
- Past performance (appraisals, references [if provided], attendance)

4.0 PREREQUISITES FOR POSTED NONEXEMPT POSITIONS (nonbargaining unit only)

Seniority and qualifications will be the sole determinants of employees selected to interview for a given position. Consideration will be given first to individuals in the posted job family and then to those outside the posted job family. Qualifications will be determined based on the minimum requirements in the following areas:

- Experience (number of years, both overall and job-specific)
- Prerequisite qualifications (if any)

5.0 STEPS IN CANDIDATE SELECTION

1. Interested employees will submit Career Posting Applications and/or current resumes to HR.
 - For nonexempt positions, the Career Posting Application is required. Resumes are desirable if available.
 - For exempt positions, the Career Posting Application is not required. Resumes are required.
2. HR will confirm that the applicants meet posted position requirements. Qualified candidates will be identified based on the minimum requirements listed in the

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position profile. HR will establish the seniority order of the applications (for nonexempt only).

- 3. HR will submit all applications to the hiring manager, annotating those "not qualified." The hiring manager will concur with the HR determination of qualification.
- 4. HR will notify those applicants who do not meet the minimum requirements listed in the position profile within five working days and recommend actions the employee can take to improve their chances for similar positions in the future.
- 5. For nonexempt positions:

Generally within five working days, and not to exceed ten working days after receiving the material from HR, the hiring manager will interview the most senior, qualified, eligible candidate and inform HR of the hiring decision.

If the hiring manager feels that the candidate is not acceptable, a review will be conducted with HR to ensure that a fair and consistent decision is made. If HR concurs that the candidate is not acceptable, the hiring manager will notify the candidate immediately. The process will then continue with the next most senior, qualified, eligible employee.

For exempt positions:

Generally within five working days, and not to exceed ten working days after receiving the material from HR, the hiring manager will interview all qualified candidates, select the candidate who best meets position requirements, and inform the potential releasing manager.

- 6. The hiring decision and any associated promotion decision must be reviewed and approved by the department manager and HR.
- 7. HR will generate a formal offer and the hiring manager will extend the offer to the candidate.
- 8. The candidate will either accept or reject the offer within two working days. If the offer is rejected, the process will resume at the appropriate step above.
- 9. For nonexempt employees:

Following the candidate's acceptance, HR will inform all other qualified applicants of the selection process outcome within five working days. The hiring manager will inform the releasing manager of the selection process outcome.

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For exempt employees:

Following the candidate's acceptance, the hiring manager, within five working days, will inform all interviewees and the releasing manager of the selection process outcome. The hiring manager will recommend to interviewees not selected actions they can take to improve their chances for similar positions in the future.

- 10. The selected candidate will be released to the new position within 30 days of acceptance. The release time frame can be shortened if the affected managers agree, but cannot exceed 30 days. Any change in compensation and position date will take effect on the first of the month following acceptance.

6.0 EMPLOYEE RECOURSE

Should employees have any concerns with the career posting process, they are encouraged to first discuss their concern with their direct manager. Employees can also address their concern with any other manager they are comfortable with, including the General Manager, and any member of HR. Avenues of recourse are addressed in the Employee Concerns Policy, MP 4.2.