

# Shipping and Receiving Selection Process

## TRANSFERS/APPLICATION

Employees who wish to be considered for Shipping and Receiving Clerk positions may apply by providing a resume to the appropriate PC&L Manager under current operating conditions. Resumes will be accepted on a site wide basis for positions. Candidates applying must understand that there is a minimum two (2) year commitment to work in this position.

## SELECTION CRITERIA

The records of candidates who apply to openings in the Shipping and Receiving Clerk positions will be reviewed. The parties agree to follow the team leader selection process.

Candidates who meet the selection criteria and are found to be the highest qualifying candidates based on the necessary skills found below will have first consideration for interviewing for the Shipping and Receiving Clerk positions. The interview process will be the most heavily weighed of the selection process. If two applicants are equal seniority will be the determining factor.

- High school diploma or recognized equivalent
- 2 yrs Advanced education or equivalent experience.
- Demonstrated computer skills
- Email capabilities
- High level of motivation and initiative
- Ability to work well with others
- Good written and oral skills
- Leadership abilities
- Analytical abilities
- Detail oriented
- Comfort & ability to work with numbers
- Positive, professional attitude – customer focused
- Shift Flexibility
- Professional References

The appropriate Management personnel will review the resumes of the candidates and interview the highest qualified candidates from this pool.

**OVERTIME**

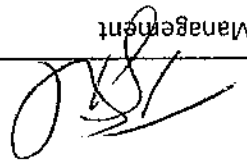
We agree that Shipping and Receiving personnel will be put into separate equalization, shift preference and NIS groups per their respective plant and department.

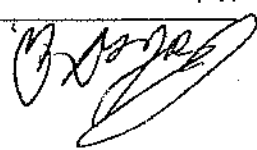
**REMOVAL CRITERIA**

Employees may be removed from the Shipping & Receiving Clerk position if they are unable to attain proficiency within 30 days from entry into the department, based upon Management evaluation. Employees removed within the 30-day window will return to the job they originally came from. The 30 day period will be extended day for day for any holidays or approved time off that fall within the timeframe.

**INTEGRITY OF AGREEMENT**

The parties recognize the desirability of maintaining the integrity of this agreement. Therefore, it is understood that no agreement, understanding or interpretation will be entered into which will supersede, conflict or modify any provisions of this Agreement. Deviations from the above provisions can be made by mutual agreement between the Shop Committee Chairman and the Site Manager of Industrial Relations.

Management  
  
Date 12-3-15

Union  
  
Date 12-3-15