

Policy:	Job Posting	Policy Reference and Revision Number:	HR 017 Rev 000
Department:	Human Resources	Effective Date:	08/01/2021
Authorized By:	SVP Human Resources	Page:	Page 1 of 1

PURPOSE

To ensure all non-union employees are aware of current open positions within BWC Terminals (the “**Company**”) and have an opportunity to assess their qualifications and apply for posted positions pursuant to established Company procedures.

POLICY

All non-union employees, whether full-time, exempt, non-exempt or hourly, will be eligible to apply for listed positions after completion of (i) 12 months of service and (ii) at least six (6) months in their current position, unless waived by the hiring manager.

PROCEDURE

- The Company will determine which job vacancies to post in its sole and absolute discretion.
- A job announcement for each open and posted position will be generated electronically and posted in a designated area within the applicable Company facility.
- To be considered for a posted position, an internal applicant must:
 - Inform their supervisor of their interest in applying for a posted position prior to applying;
 - Submit an application through the BWC Careers page located on the Company website;
 - Be rated “*meets expectations*” or higher on the most recent performance review;
 - Not currently be on a performance improvement plan;
 - Meet the minimum posted job requirements; and
 - Be able to perform the essential functions of the position, with or without reasonable accommodation.
- The Company will notify all internal applicants as to whether they will be interviewed for the position.
- If an internal candidate is hired for the position, the current and pending supervisor will work together to determine an appropriate transfer date.
- If the internal candidate elects to withdraw from consideration, written notice should be sent to the Company’s Human Resources Department.

SELECTION

Overall qualifications including but not limited to skills, experience, competencies, and performance will be considered in the selection process; provided, however, irrespective of qualifications of an applicant, external recruiting may take place simultaneously with the posting process.