

**TO:** All Shift Leaders / Manpower Coordinators  
**FROM:** Fred Reyna  
**DATE:** 10/12/2021  
**SUBJECT:** Transfers

**Note:** All affected Group Leaders must ensure that transferred employees receive proper safety training. This training must include, but is not limited to, hazard communications / safe job practices, lock out, confined space entry, fork truck driver, man lifts, benzene and formaldehyde as appropriate for the Department they are entering. In addition, medical surveillance is required for employees who are transferring to operations with the following criteria:

- HAZMAT team members
- Fork Truck / Crane Operators

Hearing protection is required. The noise level is above 85 decibels and the operator must receive an audiogram within 6 months of the assignment.

Training records must be maintained as previously established. If there are any questions, contact the Safety Department. Employees transferring to a different department must review the clothing and PPE requirements prior to transferring to the new department. Compliance with the new departmental standards is expected on the first day of transfer. Group Leaders of employees obtaining transfers must provide the Employee Relations Department with secondary transfer information consisting of the operation, column #, line address and team #.

**\*\*Contingent upon successful completion of Team Leader Selection Process**

#	PRIMARY OPENING	FILLED BY	FROM TO	Operation	Shift Pref
9487	Terminated	S. Anicua-Salazar 11/26/2012	2542-1 1781-1	FronD Door Check Link	N
9488	Terminated	M. Calhoun 7/26/1999	1732-1 1730-1	Rear Carpet	N
9489	Per Diem Z. Lucas	Larry Thompson 3/5/2012	3850-1 1771-2	Team Leader	Y-1
9490	Disqualified	L. Bush 5/21/2012	2522-2 5052-2	Replacement Operator	Y-1

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Note: All affected Group Leaders must ensure that transferred employees receive proper safety training. This training must include, but is not limited to, hazard communications / safe job practices, lock out, confined space entry, forklift driver, man lifts, benzene and formaldehyde as appropriate for the Department they are entering. In addition, medical surveillance is required for employees who are transferring to operations with the following criteria:

- HAZMAT team members
- Fork Truck / Crane Operators
- +++Hearing protection is required. The noise level is above 85 decibels and the operator must receive an audiogram within 6 months of the assignment.
- Training records must be maintained as previously established. If there are any questions, contact the Safety Department.
- Employees transferring to a different department must review the clothing and PPE requirements prior to transferring to the new department. Compliance with the new departmental standards is expected on the first day of transfer.
- The following Secondary, Jertiary, and One time transfers were completed on October 12, 2021:
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#	Primary	Opening	Filled By	From To	1st Operation	Shift Pref	#	Second Opening	From To	1st Operation	Shift Pref	#	Third Opening	From To	1st Operation	Shift Pref
9437	Skilled Trades	M. Meyer	B. Garrett 9/1/1995	1144-3 1114-3	Team Leader	N	9491	T. Bramley 7/3/2000	1144-3 1144-3	Team Leader	N					
9330	New Operation		R. Rentschler 10/8/2012	1741-1 1741-1	W/H Panel BRKT, W/H Liner BRKT	N	9492	J. Murcko 10/29/2012	1755-1 1740-1	A Pillar/B Pillar Handle	N					
9468	Transfer	B. Newton	C. Ladd 3/3/1997	5040-1 5040-1	LSAP/RSAP Seq & Tug	N	9493	R. Chambers 6/16/2008	1771-1 5040-1	Right Side Frt DR Seq/Tug	N					