

TO: All Shift Leaders / Manpower Coordinators  
 FROM: Fred Reyna  
 DATE: 10/5/2021  
 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
9463	Retirement S. Huber	W. Anderson Jr 2/7/2000	1144-1 1133-2	Team Leader	N
9464	Voluntary Quit	No Eligible App	1773-2	LS Elpo Plugs	
9465	Termination	No Applicant	2553-1	Replacement Operator	
9466	Sick Leave >365	C. Krider 10/8/2012	1131-3 2727-1	APT Test Off/Surge Tank Install	N
9467	Voluntary Quit	No Applicant	2722-2	Brake Evac & Fill On	
9468	Transfer B. Newton	C. Ladd 3/31997	5040-1 5040-1	LSAP/RSAP Seq & Tug	N

FROM: Fred Reyna  
 DATE: 10/5/2021  
 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:  
 -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/Tertiary, and One time transfers were completed on October 5, 2021:

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

#	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
9434	Transfer W/ Stanley	B. Laboy 12/14/1995	1510-1 1142-1	Outer Reint Panel Load	N	9469	T. Sinn 6/23/2008	1773-2 1510-1	Epo Sand Rockers Right	Y-3					
9426	New Operation	M. Heaton 6/7/1999	1774-1 1774-1	Handle & Striker Install	N	9470	G. Simkins 10/8/2012	1770-1 1774-1	Harness & Latch Install	N					
9386	Retirement C. Preston	D. Prough 5/14/2012	1751-1 1794-1	ISC Sequence	N	9471	M. Morton 1/12/2019	2541-2 1751-1	Plenum Install/Wiper Mod	N					
9383	New Operation	S. Bell 6/12/1995	1793-1 1793-1	Team Leader	Y-1	9472	L. Johnson 8/28/1998	1790-1 1793-1	Kit Cell 2	N					
9429	Transfer R. Debbs	K. Dumoulin 8/25/1999	1730-1 1730-1	Rear Carpet	N	9473	L. Sipe 11/2/2015	2523-1 1730-1	Rear Carpet Belt/Spoiler	N					
9433	Terminated	L. Pancake 4/12/2021	1791-2 1730-3	Center Seat Belt Ins/Frt Carpet	N	9474	No Applicant	1791-2	BCM Install						
9421	Transfer M. Pregel	A. Byrne 10/15/2007	1774-3 71EC-3	IRC	N	9475	D. Bayes 6/13/2013	1795-3 1774-3	GSF1	N					
9385	New Operation	C. Trace 10/1/2001	1793-3 1793-3	Team Leader	N	9476	P. Worthington 11/23/2015	2532-1 1794-3	Carrier Secure	Y-1					
9257	New Job	L. Curry 10/8/2012	2543-2 2542-1	L3B Torque Conv/LM2 Generator	N	9477	J. Arkhison 10/6/2020	2534-2 2543-2	Starter Heat Shield Secure	N					
9423	Termination	J. McParland Jr 3/10/2015	8330-1 2553-1	Replacement Operator	N	9478	J. Wojcik 10/14/2019	2524-2 2540-2	Revolver to Engine	N					
9432	Perm Restrictions	A. Oneal 10/15/2018	8330-1 1710-2	Doors Off	Y-1	9479	D. Seale 4/4/2016	3825-2 2535-2	Fuel Tank Connections	N					
9420	Retirement N. Phillips	S. Briggs 10/14/1998	8330-2 71GC-3	RH Care	N	9480	No Applicant	2540-3	Transmission to Revolver						
9424	Transfer W/ Hewlett	J. Saunders 11/23/2015	8330-1 2522-1	U Bolt Sub Assembly	N	9481	No Applicant	2540-3	Exhaust Install						
9431	Sick Leave > 365	S. Park 6/3/2019	8330-2 1770-2	Replacement Operator	N	9482	S. Madzalewski 4/4/2016	2524-2 2535-3	Fuel Neck Install	N					
9428	New Operation	N. Korbas 6/30/2008	5020-3 1774-3	Handle & Striker Install	N	9484	A. Sincore 11/23/2015	2524-1 5020-3	NLDS (R/F Driver)	N					
						9451	R. Newman 3/25/2013	27CB-2 1794-2	Top Pad	N	9485	No Applicant	2730-2	Replacement Operator	
						9291	S. Nguyen 3/18/2013	2510-3 2534-2	Team Leader	Y-3	9486	No Applicant	2510-3	Replacement Operator	