

TO: All Shift Leaders / Manpower Coordinators  
 FROM: Fred Reynga  
 DATE: 11/23/2021  
 SUBJECT: Transfers

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	#	Second Opening	From To	1st Operation	Shift Pref	#	Third Opening	From To	1st Operation	Shift Pref	
9596	Retirement R. Young	D. Larkin	10/8/2012	Knee Bolster	N											
9597	Termination	P. Rouse	10/6/2020	Front & Rear Bailey Install L	N											
9598	New Job	J. Laboy	10/9/2001	L3B Starters	N											
9599	New Job	D. Wittenhouse	10/6/2020	L3B Starters	N											
9600	New Job	P. Ruiz	10/8/2012	L3B Starters	N											

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- The following Secondary, tertiary, and One time transfers were completed on November 23, 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	
9593	Terminated	M. Gerant	10/1/1980	Team Leader	Y-1	9601	J. Dunn, Jr. 3/4/1985	50BA-1 3/4-1	DVT Repair	N						
9487	Terminated	S. Antica-Sabzar	11/28/2012	Frono Door Check Link	N	9602	No Eligible Applicant	2542-1	Dust Cover DS Install							
						9588	No Applicant	2535-2	Replacement Operator		9604	No Applicant	2535-2	Replacement Operator		
						9589	No Applicant	2551-2	Replacement Operator		9605	No Applicant	2551-2	Replacement Operator		
						9591	No Applicant	2732-2	Replacement Operator		9606	No Applicant	2732-2	Replacement Operator		