

TO: All Shift Leaders / Manpower Coordinators
 FROM: Fred Reyna
 DATE: 12/14/2021

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	#	Second Opening	From To	1st Operation	Shift Pref	#	Third Opening	From To	1st Operation	Shift Pref	
9627	Retirement C. O'Leary	D. Bauder 6/25/1985	1530-2 1525-2	East Lane Left Side Patio	N											
9628	Termination	N. Humphrey 1/12/2015	50KB-2 1720-2	TCCM Module/RRAB Secure	N											
9629	Retirement S. Kulkuk	R. Byrd III 7/10/2006	2540-1 2540-1	Engine Run-up to Revolver	N											
9630	Disqualified	N. Melnichak 5/21/2012	2541-1 2540-1	Transmission Schedule	N											
9631	Retirement M. Pope	J. Nichols, Jr. 1/12/2004	2510-3 2514-3	Team Leader	N											

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- The following Secondary, Tertiary, and One time transfers were completed on December 14, 2021:
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9613	New Job L. Pancake 4/12/2021	1742-2 1732-3	LH AGL Secure	N	9632	K. Canter 12/7/2020	25DB-2 1742-2	Steering Boot and AC Hose Install	N							
9612	New Job No Eligible Applicant	1732-2	LH AGL Secure		9633	J. Rodriguez 3/11/2013	1750-3 1732-2	LH AGL Secure	Y-3							
					9601	J. Dunn, Jr. 3/4/1985	50BA-1 3641-1	DVT Repair	N	9635	C. Krauter 4/3/1995	1113-1 5061-1	General Stores Team Leader	N		

2021 SKILLED TRADES TRANSFER

December 14, 2021

Primary Posting #	Primary	Filled By	From To	Reduce From	Secondary Posting #	Filled By	From To
2021-EL-11	Y	N. Olson 1/6/2003	4411-1 4630-2				