

TO: All Shift Leaders / Manpower Coordinators  
 FROM: Fred Reyna  
 DATE: 4/13/2021

**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
8824	Transfer D. Blankenmeyer	M. Meyer 12/4/1995	7121-3 1114-3	Team Leader	N
8825	Transfer G. Giesige	P. Johnson 10/28/1996	1511-1 1511-1	Plug Install Left	N
8826	Terminated	D. Fuller 4/15/2002	1131-3 1786-1	Front Door Mirror-R	N
8827	Launch	No Eligible Applicant		Replacement Operator	
8828	Retirement B. Gomez De La Casa	A. Jones 9/8/2008	1795-3 1790-3	Replacement Operator	N
8829	Appointed	D. Rumrill 5/13/2013	2523-1 2535-1	Replacement Operator	N
8830		H. Godfrey 4/20/2020	3850-2 2710-3	RM-PEP Mod Install	N
8831	Termination	K. Weber 3/18/2013	1774-3 3850-1	Leave Of Absence Operator	N
8832	Termination	S. Westhoff 6/13/1985	5053-1 5020-1	K Dock Unloader	N
8834	SL>365	M. Pingel 7/29/2013	2551-3 71EC-3	IRC	N
8835	Appointed	D. Applebeck 10/28/1996	5041-2 70ZC-3	SAC	N

DATE:

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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 -Hearing protection is required. The noise level is above 85 decibels and the operator must receive and audiotape within 6 months of the assignment. Training records must be maintained as previously established. If there are any questions, contact the Safety Department. expected on the first day of transfer.

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 The following Secondary,tertiary, and One time transfers were completed on April 13, 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
8802	Termination	K. Host	71CA-1 10/15/2007	Cowl and Air Box Install	N	8836	No Eligible Applicant	1754-1	Center Closeout-LR Belt						
8801	Transfer	E. Holte	50PB-2 10/8/2012	Manifest	N	8837	C. Brennan	3811-2 5/13/2013	BNTS	N					
8823	SL>30	D. Phelps	7121-2 1/10/1999	Elpo Sand Hood & Box Right	Y-1	8838	D. Duniyan	5014-2 8/4/1999	Team Leader	N					
8805		K. Green	1143-2 7/15/2013	Leave of Absence Operator	Y-3	8839	B. Bertram	1210-2 6/24/1999	Badger Major	N					
8807		T. Spavale	5020-1 5/29/1995	Torque Route #3	N	8840	R. Lewis	1781-2 6/1/2020	Team Leader	Y-2					
8810	OTP	K. Featherstone	3817-1 3/18/2013	Replacement Operator	N	8842	P. McInerney	2577-2 9/30/2002	Leave of Absence Operator	N					
8818	OTP	D. Stockard	2724-2 10/15/2007	Team Leader	N	8843	No Eligible Applicant	2724-2	Replacement Operator						
8808		J. Beregezazi	27CB-2 5/22/1995	Team Leader	N	8844	P. Shedd	2723-2 4/22/2013	Team Leader	N					
8815	OTP	No Eligible Applicant	2521-2	Replacement Operator		8845	No Eligible Applicant	2521-2	Replacement Operator						
8816	OTP	No Eligible Applicant	2535-2	Replacement Operator		8846	No Eligible Applicant	2535-2	Replacement Operator						
8817	OTP	No Eligible Applicant	2542-2	Replacement Operator		8847	No Eligible Applicant	2542-2	Replacement Operator						
8813	OTP	No Eligible Applicant	3825-2	Leave of Absence Operator		8848	No Eligible Applicant	3825-2	Leave Of Absence Operator						
8402	OTP	No Eligible Applicant	3850-1	Leave of Absence Operator		8849	M. Arnold	2540-1 5/27/2013	Team Leader	N					
8819	OTP	No Eligible Applicant	3850-2	Leave of Absence Operator		8850	No Eligible Applicant	3850-2	Leave Of Absence Operator						
8820	OTP	No Eligible Applicant	3850-2	Leave of Absence Operator		8851	No Eligible Applicant	3850-2	Leave Of Absence Operator						