

TO: All Shift Leaders / Manpower Coordinators
 FROM: Fred Reyna
 DATE: 5/11/2021
 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
8971	Retirement S. Werling	R. Goode 1/7/1985	70SA-1 1142-2	Team Leader	Y-1
8972	Transfer A. Dewitt	G. Martinez 3/26/2012	2523-1 2523-1	Front Axle Secure	N
8973	To Trades L. Cook	M. Sayne 6/24/1999	1131-1 5010-1	Replacement Operator	N
8974	Transfer K. Diem	J. Alexander 5/2/2000	1144-3 5013-2	Tag Operator 3	Y-3
8975	Transfer R. Basso	No Eligible Applicant	5030-3	NW04	

FROM: Fred Reyna
 DATE: 5/11/2021
 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.

The following Secondary, tertiary, and One time transfers were completed on May 11, 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
8846	Transfer Warncke	C. Weasley	3817-1 5040-2	SER6	N	8976	No Eligible Applicant	3817-1	Leave of Absence Operator	N	8980	No Eligible Applicant	3850-2	Leave of Absence Operator	N
8845	Voluntary Quit	L.A. Thompson	2740-1 1785-2	Mirror install LH	Y-1	8977	J. Floyd 3/19/2013	17AC-3 2740-1	Closetout Panel	N	8981	No Eligible Applicant	5041-2	Replacement Operator	
8848	Transfer M. Dumite	T. Mar Mham	2732-3 3871-3	Leave of Absence Operator	N	8978	No Eligible Applicant	2732-3	Shutter Install and Secure	N	8982	No Eligible Applicant	5040-2	SLR6	
8847	Retirement Longfellow	R. Sorg	5065-3 5035-3	NER6	N	8979	No Eligible Applicant	5065-3	NE01	N	8983	No Eligible Applicant	5035-2	Replacement Operator	
						8852	S. Weigold 6/1/2020	3850-2 2551-3	Replacement Operator	N	8984	No Eligible Applicant	5041-2	Replacement Operator	
						8853	No Eligible Applicant	5041-2	Replacement Operator		8985	No Eligible Applicant	5035-2	Replacement Operator	
						8954	No Eligible Applicant	5040-2	SLR6		8986	No Eligible Applicant	2730-3	Replacement Operator	
						8955	No Eligible Applicant	5035-2	Replacement Operator		8987	No Eligible Applicant	3825-3	Leave of Absence Operator	
						8960	D. Meadows 10/6/2020	3850-2 5052-1	Attendant 1	N	8988	No Eligible Applicant	3825-3	Leave of Absence Operator	
						8512	No Eligible Applicant	2730-3	Replacement Operator		8989	No Eligible Applicant	2730-3	Replacement Operator	
						8091	No Eligible Applicant	3825-3	Leave of Absence Operator		8990	No Eligible Applicant	3825-3	Leave of Absence Operator	
						8097	No Eligible Applicant	3825-3	Leave of Absence Operator		8991	No Eligible Applicant	3850-2	Leave of Absence Operator	
						8200	M. Whitehouse 5/13/2013	3827-3 2732-3	Team Leader	N	8992	No Eligible Applicant	3850-2	Leave of Absence Operator	
						8967	D. Aurilio 8/7/2000	3850-1 2552-1	Team Leader	N	8993	No Eligible Applicant	3850-2	Leave of Absence Operator	
						8968	No Eligible Applicant	3850-2	Leave of Absence Operator		8994	No Eligible Applicant	3850-2	Leave of Absence Operator	
						8969	No Eligible Applicant	3850-2	Leave of Absence Operator		8995	No Eligible Applicant	3850-2	Leave of Absence Operator	
						8970	No Eligible Applicant	3850-2	Leave of Absence Operator		8996	No Eligible Applicant	3850-2	Leave of Absence Operator	
						8960	D. Meadows 10/6/2020	3850-2 5052-1	Attendant 1	N	8997	No Eligible Applicant	3850-2	Leave of Absence Operator	