

TO: All Shift Leaders / Manpower Coordinators
 FROM: Fred Reyna
 DATE: 5/18/2021
 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
8995	Transfer T. Long	J. Schoeff 6/12/1995	1511-1 1135-3	LH Hood Secure	Y-1
8996		A. White 6/16/2008	1134-2 1121-2	P/U Box Inner LH	N
8997	Transfer C. Gaddis	T. Adams 6/24/1999	1134-1 1123-2	Tag Relief	Y-1
8998	Transfer J. Majeska	M. Wright 6/24/1999	1144-1 1124-2	Tag Relief	Y-1
8999	Terminated	S. Overdorf 10/1/2001	1755-3 1751-1	Plenum Install	N
9001	SL>365	T. Stephens 4/11/2016	2535-3 2534-1	Bumper Bracket Secure	N
9002	Terminated	I.T. Baines III 1/4/2000	2710-1 5035-3	NW01	N
9021	Transfer J. Good	R. Hookstead 9/30/1996	5041-2 1521-2	Repair- RH	N

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 DATE: 5/18/2021

SUBJECT: Transfers

Note: All affected Group Leaders must ensure that transferees/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
- 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 18, 2021:
- ** Contingent upon successful completion of Team Leader Selection Process

#	Primary Opening	Termination	Filled By	From To	1st Operation	Shift Pref	#	Second Opening	From To	1st Operation	Shift Pref	#	Third Opening	From To	1st Operation	Shift Pref
8943			S. LaGrone 10/8/2012	1133-3 1141-3	FBHP Outer Reinf. Pane Load	N	9003	E. Arden 7/7/2008	17AA-1 1133-3	LH Swan Bracket Install	Y-1					
8974	Transfer K. Diem		J. Alexander 5/2/2000	1144-3 5013-2	Tag Operator 3	Y-3	9004	S. McGregor 3/26/2012	1141-2 1144-3	STD/Major Tailgate Hand Assist	Y-1					
8972	Transfer A. Dewitt		G. Martinez 3/26/2012	2523-1 2523-1	Front Axle Secure	N	9005	A. Whitson 10/7/2019	2523-2 2523-1	Replacement Operator	N					
8975	Transfer R. Basso		No Eligible Applicant	5030-3	NW04		9006	D. Barnett 10/7/2019	1782-3 5030-3	NW04	N					
							8849	E. Valencia 8/22/2006	1134-3 1111-3	U/B #1 CR Sill Load	N	9007	R. Meadows 11/27/1988	2512-1 1134-3	Grill Supt. S/A and Baffle RH	Y-1
							8886	S. Tomkiewicz 2/18/2004	1124-2 5015-2	BNP2	N	9008	M. Sosnowski 6/30/2008	1710-1 1124-2	RR DR Inner	Y-1
							8879	No Eligible Applicant	5065-3	NE01	N	9009	No Eligible Applicant	5065-3	NE01	
							8950	J. Spaulding 2/10/2014	5015-3 2523-1	Trailer Hitch Secure/Dual Exhaust Install	N	9010	No Eligible Applicant	5015-3	BNP3	
							8889	M. Winchester 7/26/1999	2563-1 1141-1	Structural D Ring	N	9011	D. Sanders 11/2/2015	2533-3 2553-1	Replacement Operator	N
							8811	R. Piel 8/28/2000	2730-1 2730-1	Team Leader	N	9012	No Eligible Applicant	2730-1	Replacement Operator	
							8993	No Eligible Applicant	3850-2	Leave of Absence Operator		9013	No Eligible Applicant	3850-2	Leave of Absence Operator	
							8891	No Eligible Applicant	3850-2	Leave of Absence Operator		9014	T. Adams 3/8/2016	2553-2 3850-2	Leave of Absence Operator	N
							8892	No Eligible Applicant	3850-2	Leave of Absence Operator		9015	No Eligible Applicant	3850-2	Leave of Absence Operator	
							8880	No Eligible Applicant	3850-2	Leave of Absence Operator		9016	No Eligible Applicant	3850-2	Leave of Absence Operator	
							8881	No Eligible Applicant	5041-2	Replacement Operator		9017	No Eligible Applicant	5041-2	Replacement Operator	
							8882	No Eligible Applicant	5040-2	SLR6		9018	No Eligible Applicant	5040-2	SLR6	
							8883	No Eligible Applicant	5035-2	Replacement Operator		9019	No Eligible Applicant	5035-2	Replacement Operator	
							8894	No Eligible Applicant	3850-2	Leave of Absence Operator		9020	No Eligible Applicant	3850-2	Leave of Absence Operator	