

TO: All Shift Leaders / Manpower Coordinators
 FROM: Fred Reyna
 DATE: 6/18/2024
 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
1426	Retirement Scott Palm	Penny Cross 6/12/1995	15FA-1 1143-1	Endgate Outer Panel	N
1427	Apprentice Kasey Rumfelt	Gary Schroeder 6/21/2000	11DB-2 1510-2	Elpo Sand Hood & Box Left	N
1428	62 Rights Josh Olson	Dwayne Adams 8/28/2006	11BB-2 1510-2	Elpo Sand Lower Left	N
1429	Retirement Steve Grimme	James Protman-Belt 4/29/2013	25CC-3 1510-2	Elpo Sand Lower Right	N
1430	Per Diem Brittany Gower	Jennifer Shultz 7/4/2016	17GA-1 1786-2	Replacement Operator	Y-3
1431	Retirement Brett Wade	Kerry Wash 8/16/1999	11MA-1 3641-2	No Start	N
1432	Retirement G. Sroka	Ryan Zehner 1/30/1995	71GA-1 71GA-1	GCA	N
1433	Retirement B. Sager	Matthew Long 5/22/1995	71DA-1 71TA-1	Torque Route 3	N
1434	Retirement D. Marshall	Maricella Reyna 5/8/1995	50HA-1 71TA-1	Torque Route 2	N
1435	Retirement R. Kirby	Kevin Cole 12/9/1985	71GA-1 71AA-1	Driver Auditor	N

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#	Temporary One-Time	FILLED BY	FROM TO	Operation
0113 TOT	Temporary One-Time	Anthony White 6/30/2008	50HC-3 1770-1	Composite/Badger Utility
0114 TOT	Temporary One-Time	No Applicant	1770-2	Composite/Badger Utility
115 TOT	Temporary One-Time	No Applicant	1770-2	Composite/Badger Utility