

TO: All Shift Leaders / Manpower Coordinators
 FROM: Fred Reyna
 DATE: 6/21/2022
 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
0302	Quit	S. Mackie 11/2/2015	1760-2 1212-2	Door Fit	N
0303	SL>365 Days	E. Lenhart 6/23/2014	3817-1 1772-1	LH Top Rail & Tailgate Cover Secure	N
0304	Disqualified	C. Dorsett 11/2/2015	1730-2 1751-1	Deflector/B Pillar Striker	N
0305	Posting #294 No Eligible Applicant	No Applicant	1730-1	Replacement Operator	
0306	Posting #295 No Eligible Applicant	No Applicant	1740-1	Replacement Operator	
0307	Posting #296 No Eligible Applicant	J. Reeves 11/23/2015	1712-1 1710-1	Replacement Operator	N
0308	Posting #297 No Eligible Applicant	No Applicant	1743-1	Replacement Operator	
0309	SL>365 Days	M. Robinson 5/6/2010	25??-2 1788-2	Rear Speaker/Rear Door Lock Rod	N
0310	Posting #301 No Eligible Applicant	W. Holmes 1/7/2019	2725-2 3850-2	Leave of Absence Operator	N
0311	Posting #283 No Eligible Applicant	B. Boykin 9/4/2012	71SB-2 3850-3	Leave of Absence Operator	N

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 The following Secondary, Tertiary, and One time transfers were completed on June 21, 2022:
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#	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
0253	Quit	J. Martinez 4/30/2012	3752-2 3815-1	Leave of Absence Operator	N 0312	S. Grimme 5/27/1999	5020-2 3752-2	Replacement Operator	N				
284	Posting #0275	A. Hernandez 7/1/2018	1752-2 5020-3	Replacement Operator	N 0313	A. Collins-Smith 11/23/2015	1721-2 1752-2	Knee Bolster Install	N				
282	Posting #0273	No Eligible Applicant	3850-2	Leave of Absence Operator	0314	No Eligible Applicant	3850-2	Leave of Absence Operator					
					0288	C. Arnold 7/10/1995	5065-1 5065-1	Team Leader	N 0315	J. Wade 2/15/2016	2711-1 5065-1	Replacement Operator	N
					0289	B. Andritsch 7/4/2016	3811-3 1133-3	Fender Lower Secure LH	N 0316 OTP	J. Phillips 5/14/2012	2527-2 3811-3	Leave of Absence Operator	N
					0290	No Eligible Applicant	3850-2	Leave of Absence Operator	0317 OTP	No Eligible Applicant	3850-2	Leave of Absence Operator	
					0249 OTP	K. Caldwell, II 10/7/2019	27DB-2 1741-2	Team Leader	N 0318 OTP	M. Kellogg, III 4/20/2020	1791-3 2730-2	Replacement Operator	N

2022

SKILLED TRADES TRANSFER

Tuesday, June 21, 2022

Primary Posting #	Primary	Filled By	From To	Reduce From	Secondary Posting #	Filled By	From To
2022-EL-08	Yes	No Applicant					
			4630-2				