

TO: All Shift Leaders / Manpower Coordinators
 FROM: Fred Reyna
 DATE: 8/23/2022
 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
0439	Retirement S. Tomten	R. Goode 1/7/1985	1134-1 1143-1	Team Leader	N
0440	New Job	K. Chaney 7/15/2013	1134-1 3811-3	Leave of Absence Operator	N
0441	Posting No Eligible Applicant	No Applicant	2710-2	Replacement Operator	
0442	New Job	S. Vibbert 5/16/2022	Conversion 3850-2	Leave of Absence Operator	N
0443	New Job	M. Sparks 10/6/2020	1773-3 3850-3	Leave of Absence Operator	N
0444	New Job	Z. Rowland 5/16/2022	Conversion 3850-3	Leave of Absence Operator	N
0445	New Job	T. Causey 4/18/2022	2721-2 3850-3	Leave of Absence Operator	N
0446	Retirement J. Schmeling	C. Perkins 5/31/1995	5053-3 5051-3	Pick Route 3	N

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- 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 August 23, 2022:
- ** 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	
0430	Quit	R. Adams 11/23/2015	1782-3 1782-3	Chassis Latch Secure	N	0447	B. Staton 2/10/2014	11ZC-3 1782-3	Front Door Chassis Latch Sub	N						
0414	Posting #0394 No Applicant	C. Jones 5/13/2013	2533-1 1068-2	ERGO Relief Route #1	Y-1	0449	K. DeClue 10/7/2019	25BB-2 2533-1	Engine Set Assist	N						
0431	New Job	C. Trio 10/10/2001	25DA-1 2535-1	Diesel Pitch #2	N	0450	T. Galloway 1/12/2015	2553-1 2533-1	02 Sensor Install & Secure	N						
0409	Discharged	E. Harmel 11/2/2015	2730-3 1722-1	Inverter/Rear Center Belt Secure	N	0451	D. Robertson 2/10/2014	11ZC-3 2730-3	R/S Headlight Install	N						
0433	New Job	A. Lapushansky 6/12/2008	5020-2 2535-3	Diesel Pitch #2	N	0452	L. Blackmon 6/7/2004	7124-2 5020-2	SW03 Grilles/Shutter	N						
					0415	No Applicant		1710-2	Replacement Operator	0453	No Applicant		1710-2	Replacement Operator		
					0422	No Applicant		2721-2	Replacement Operator	0454	H. Whitlow, Jr. 5/20/2014		2731-2 2721-2	Replacement Operator	Y-3	
					0418	M. Whitehouse 5/13/2013		2731-3 1712-1	Amp/Spoiler Secure	N	0455	J. Kinsey 1/28/2013		1111-2 2731-3	Team Leader	Y-2

2022

SKILLED TRADES TRANSFER

Tuesday, August 23, 2022

Primary Posting #	Primary	Filled By	From To	Reduce From	Secondary Posting #	Filled By	From To
2022-EL-12	Yes	G. Hamilton	4411-3		2022-EL-12-02	J. Durnell	4421-2
		1/23/2017	4421-1			3/21/2022	4411-3