

TO: All Shift Leaders / Manpower Coordinators
 FROM: Fred Reyna
 DATE: 8/30/2022
 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
0456		K. Lee 7/21/1999	1788-1 1784-1	Team Leader	N
0458	SL>365 Days	J. Freeman 10/7/2019	1732-3 1732-3	IP Assist	N
0459	SL>365 Days	D. Smith 2/10/2014	5040-3 1771-3	Tail Lamp Install & Dampener Secure	N
0460	Quit	K. Baer 11/26/2012	2550-1 2510-1	Frame Label Apply	N
0461	New Job	J. Schoeff 6/12/1995	1134-1 71DA-1	Replacement Operator	N
0462	New Job	R. Purnell 3/10/1995	Transfer 71DB-2	Replacement Operator	N
0463	New Job	C. McIntosh 5/20/1996	7122-3 71DC-3	Replacement Operator	N
0464	New Job	A. Ramirez, Jr 10/15/2007	2722-1 71SA-1	Replacement Operator	N
0465	New Job	K. Fritz 11/26/2012	1773-2 71SB-2	Replacement Operator	N
0466	New Job	P. Heal 8/2/1999	5052-3 71SC-3	Replacement Operator	N

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 The following Secondary/Tertiary, and One time transfers were completed on August 30, 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
0443	New Job	M. Sparks	1773-3 10/6/2020	Leave of Absence Operator	N	0467	G. Labatf	1740-3 10/7/2019	Install & Secure Wheel Liner	N					
0446	Retirement	J. Schmeling	5053-3 5/31/1995	Pick Route 3	N	0469	J. Lott	17AC-3 3/25/2013	SL08 (IP Harness Seq)	N					
						0435	H. Tello	5040-2 4/21/1997	Speakers	N	0470	T. Jones	5040-2 2/29/2016	SE02	Y-3
						0436	D. Woodard	5050-3 10/7/2019	SL06	N	0471	D. Williams	5050-3 7/17/2006	SL03	N
						0452	L. Blackmon	7124-2 6/7/2004	SW03 Grilles/Shutter	N	0472	F. Phillips	Transfer 6/12/2000	LH Elec VS	Y-1
						0150	L. Jones	2521-2 3/22/2021	NE01 (Seq/Tuo)	N	0473	No Applicant	Transfer 2521-2	Replacement Operator	
											0475	D. South	1141-1 1/7/1985	Final Process East- Driver	N
											0476	J. Pena, Jr.	1141-1 1/7/1985	Final Process East- Repairman	N