

TO: All Shift Leaders / Manpower Coordinators
 FROM: Fred Reyna
 DATE: 8/9/2022
 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
0409	Discharged	E. Harmel 11/2/2015	2730-3 1722-1	Inverter/Rear Center Belt Secure	N
0412	Posting #0364 No Eligible Applicant	J. Fike 10/7/2019	2722-1 1740-1	Replacement Operator	N
0413	Quit	S. Smith 12/21/2020	5051-2 1796-3	Cluster Trim Plate	N
0414	Posting #0394 No Applicant	C. Jones 5/13/2013	2533-1 1068-2	ERGO Relief Route #1	Y-1
0415	Posting #0390 No Applicant	No Applicant	1710-2	Replacement Operator	
0416	Retirement M. Webber	J. Thomas 1/30/1995	1111-1 3641-1	Heavy Repair	N