

TO: All Shift Leaders / Manpower Coordinators  
 FROM: Fred Reyna  
 DATE: 9/20/2022  
 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
0501	Transfer M. Ross	B. Chambers 10/15/2007	2711-1 1712-1	SR Load/Front W/X Install	N
0502	Transfer R. Anderson	R. Santo 10/15/2007	1144-3 1068-1	ERGO Route #10	Y-3
0503	Quit	R. Lewis 6/1/2020	25??-2 1713-2	Ditch/RRAB Shoot/Ant Secure	Y-3
0504	??	M. Clayton 10/6/2020	1796-3 1771-2	Replacement Operator	Y-3
0505	Per Diem M. Garrison	A. Peralta 10/24/2016	1730-3 1721-3	E Boost Sub Assembly	N
0506	Quit	V. Thomas, Jr 2/10/2014	5035-2 5051-2	Tug 1	N



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The following Secondary, Tertiary, and One time transfers were completed on September 20, 2022:

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#	Primary	Filled By	From To	1st Operation	Shift Pref	#	Second Opening	From To	1st Operation	Shift Pref	#	Third Opening	From To	1st Operation	Shift Pref
0456	Primary Opening	K. Lee	1788-1 1784-1	Team Leader	N	0507	R. Carpenter, Jr.	1783-1 1788-1	Arm Rest Bracket/Rear Speaker	N					
0484	New Job	J. Storrs	27BA-1 2741-1	Replacement Operator	N	0508	A. Crowder	50NA-1 2740-1	Fascia Install Assist	N					
0482	Disqualified	S. Howell	2721-1 2722-1	Replacement Operator	N	0509	J. Pippin	2720-1 2721-1	RB Install (Hoist)	N					
0432	New Job	No Applicant	2535-2	Diesel Pitch #2		0510	No Applicant	2535-2	LH Valve Rocker Arm Cover Install						
0486	New Job	J. Norris	2725-3 2741-3	Replacement Operator	N	0511	K. Jeffrey	1790-3 2725-3	Team Leader	N					
0488	Disqualified	P. Barton	5020-1 5041-2	Team Leader	Y-1	0512	M. Massey	2740-1 5020-1	SW03 (Seq Grills)	N					
0459	SL >365 Days	J. Freeman	1732-3 107/2019	JP Assist	N	0513	W. Holder	5041-3 5040-3	SEO2	N					
0466	New Job	P. Heal	5052-3 71SC-3	Replacement Operator	N	0514	G. Lampton	5065-3 5052-3	Attendant 1	N					
0487	Retirement	T. Spavale	71TA-1 5051-1	Team Leader	N	0515	L. Wilson Hairston	2534-1 71TA-1	Replacement Operator	N					
0490	Retirement	J. Arnold	71CC-3 71CA-1	Team Leader	N	0516	S. Martin	5050-3 71CC-3	Replacement Operator	N					
0495		K. Wallisch	5040-2 2550-1	Engine Mount Install Driver Side	N	0517	C. Taylor, Jr.	2530-2 5040-2	Replacement Operator	N					
0499		D. Bair	7121-1 71MC-3	Team Leader	Y-1	0518	B. Clark	25CA-1 71DA-1	End of Line Driver	N					
0454		H. Whitlow, Jr.	2731-2 2721-2	Replacement Operator	Y-3	0519	C. Hambrick	2730-2 2731-2	Team Leader	N					