

TO: All Shift Leaders / Manpower Coordinators
 FROM: Fred Reyna
 DATE: 9/21/2021
 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
9373	Transfer C. Tensley	J. Thomas 4/9/2012	3850-1 1512-1	Replacemetn Operator	N
9374	New Operation	S. Lopshire 9/8/2008	1791-2 1794-1	Top Pad Install	Y-1
9375	New Operation	No Applicant	1794-2	Top Pad Install	
9376	New Operation	J. Boggs 10/7/2019	1795-2 1794-3	Top Pad Install	N
9377	New Operation	C. Mall 10/8/2012	1783-1 1795-1	Top Panel, Shoulder Secure	N
9378	New Operation	No Applicant	1795-2	Top Panel, Shoulder Secure	
9379	New Operation	J. Protsman-Belt 4/29/2013	2511-3 1795-3	Top Panel, Shoulder Secure	N
9380	New Operation	S. Ramirez 10/15/2007	1789-1 1796-1	Knee Bolster Panel	N
9381	New Operation	No Applicant	1796-2	Knee Bolster Panel	
9382	New Operation	D. Klinski 9/30/2013	1795-3 1796-3	Knee Bolster Panel	N
9383	New Operation	S. Bell 6/12/1995	1793-1 1793-1	Team Leader	Y-1
9384	New Operation	A. Daugherty 9/20/1999	1787-1 1793-2	Team Leader	Y-1
9385	New Operation	C. Trace 10/1/2001	1793-3 1793-3	Team Leader	N
9386	Retirement C. Preston	D. Prough 5/14/2012	1751-1 1794-1	ISC Sequence	N
9387	Voluntary Quit	E. Martin II 1/19/2000	1790-3 1790-1	HVAC Sequence	N
9388	Voluntary Quit	C. Fouch 11/23/2015	5040-2 5040-2	SL10	Y-2
9389	Disqualified	A. Williams 6/1/2020	5040-2 5040-2	SER5	N
9390	Voluntary Quit	J. Stennis 5/10/1999	7121-1 3871-2	Leave of Absence Operator	N
9391	Sick Leave > 365	No Applicant	1771-2	Latch Install	
9417	Skilled Trades A. Knauff	J. Mote 10/8/2012	2711-1 2711-1	Rear Bumper Secure	N
9418	Termination	No Applicant	2553-1	Replacement Operator	

2021 SKILLED TRADES TRANSFER

September 21, 2021

Primary Posting #	Primary	Filled By	From To	Reduce From	Secondary Posting #	Filled By	From To	Status
2021-EL-09	Y	L. Morgan 1/23/2017	4411-3 4630-3		2021-EL-09-02	NO Applicant	4411-3	
2021-MMW-04	Y	R. Willis 1/6/2003	4410-3 4630-3					