

## **IAM Employees-Employee Transfer Request-ETR**

An employee who desires a transfer to a different shift in his/her present area (overtime group), to a different shift in a different area (overtime group) or to the same shift in a different area (overtime group) may so indicate by advising his/her Supervisor in writing on the appropriate form. One copy of such request will be forwarded to the Hourly Employment Office, one copy will be retained by area Management and one copy will be retained by the employee. As openings originated by Manufacturing within his/her classification occur on a plant wide basis which are to be filled **by surplus (except for employees electing SERO, SVLOB or VLO)**, recall, upgrading or hiring, **active employees with ETR requests for the area and shift will have their ETR automatically honored by seniority.**

**Employees will not be allowed to change their mind once notified of their ETR move. Employees wishing to change their ETR elections must submit a new ETR request and any such new request will be date and time stamped. Employees wanting to withdraw an ETR must submit an autogram requesting their ETR be removed from the system.**

The company shall honor **up to two such requests** in the classification where the original opening occurred.

**The senior employee with an ETR for the area and shift of the opening(s) will be applied to the oldest open requisition by date and time stamp.**

**In the case of a surplus employee(s), which in turn permits a senior employee(s) to elect a SERO, SVLOB, or VLO, the senior surplus employee will replace the senior employee electing SERO, SVLOB or VLO. Surplus employees over and above the need to cover employees electing SERO, SVLOB or VLO will not be applied to any opening(s) originated by manufacturing without first offering up to the two ETR's noted above.**

An employee so transferred will not be considered for another such transfer for a period of one year from the date of being offered the transfer and no employee will be given more than **one** such **transfer** in any one year.

An employee transferred on the basis of an employee transfer request, who thereafter is involuntarily transferred from that overtime group and/or shift to a different overtime group and/or shift may submit a new employee transfer request. Such request will then be considered in accordance with relative seniority without regard to the one year period provided such request specifies the reason for the new request and includes the dates of the transfers involved.

An employee's transfer requests are voided when he/she is transferred on the basis of an employee transfer request, changes classifications, is placed on layoff or refuses the offer of a transfer in accordance with his/her request.

Employee Transfer Requests on file will be honored before an employee promoted from the Bargaining Unit may be returned.

An employee moved off his/her shift involuntarily will be allowed to request a shift transfer to his/her former shift within his/her new unit without limiting his/her right to request another shift transfer as provided above. This request must be made within one week after arrival in the new unit, and will be considered provided there is a less senior employee on his/her former shift at the time of, or within thirty calendar days of his/her arrival in the new unit and the transfer will be made within fourteen calendar days following the arrival of the less senior employee or the date of the request if a less senior employee is present in the unit on the shift in question at the time of his/her arrival in the unit. The request of the involuntarily moved employee will be considered if no senior employee in the area requests the same shift as the involuntarily moved employee requests.

An employee who is senior to a surplus employee applied to an opening in his/her unit may be allowed to displace the less senior employee applied to the opening, provided he/she requests such displacement within one week after the arrival of the surplus employee, and he/she will be moved within thirty calendar days.

If the above does not occur following the arrival of the surplus employee and the surplus employee exercises his/her right to a shift change in accordance with the above paragraph, to return to his/her former shift, a request of an employee on his/her former shift will be honored rather than requiring a less senior employee to change shifts.