

INDUSTRIAL RELATIONS
741.1

Transfer Procedures for Reasons of Urgent
Necessity Under Section 205.17 - Physical
and Section 18.15 - Clerical Agreements

Dutton
205.17

April 12, 1968

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For your information and guidance, we are repeating our discussions with the Union with respect to Section 205.17 - Physical and Section 18.15 - Clerical of the new bidding procedure which became effective July 1, 1967 and September 24, 1967, respectively. The agreed procedure is as follows:

1. An interested employee should write to the Personnel Department of his Division (or Department), explaining the circumstances and requesting a transfer under the provisions of Section 205.17 - Physical and Section 18.15 - Clerical, whichever is applicable.
2. The Division Personnel Department should make a preliminary investigation to determine whether or not there is a bona fide reason to apply the appropriate section.
3. If the Personnel Department believes that the matter should be pursued, it should contact the I.B.E.W. Business Representative assigned to that area and both the Personnel Department and the Representative will make a thorough investigation and would determine whether a hardship exists and would prepare a list of all locations in the Company that could possibly alleviate the problem.
4. This list should be forwarded to the Personnel Manager of each Division and Department whose Division contains such a location.
5. The first vacancy which occurs in any of the listed locations which is reasonably close to the employee's present classification should, if the I.B.E.W. Representative for that Division agrees, be offered to the employee.
6. The required joint agreement between the appropriate Division Personnel Manager and the I.B.E.W. Business Representative should be in writing. Copies of such agreement should be forwarded to the Manager of Industrial Relations and the I.B.E.W. Business Manager.

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Division and Department
Personnel Managers

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7. If the employee declines such offer without a substantial reason, the entire matter should be dropped at this point.


I. W. BONBRIGHT

AGMollart:RS

cc: VJThompson
Chairman - Division Job
Awards Committee