TO: All Supervisors  
FROM: Director of Human Resources  
SUBJECT: TRANSFERS

There are more and more requests for transfers as the company and key work force adopts a more flexible lifestyle. The company supervisor is a key person in facilitating such transfers and in determining whether they would be in the best interest of the company and the employees. This memorandum covers company policy which has been in effect for the past year and continues to be our policy. It outlines each supervisor's responsibilities when an employee requests a transfer.

First, it is in the company's interest to retain employees who are performing satisfactorily, therefore, we will try to help employees to move to an area or job which they find more desirable. This is what you should do. When an employee comes to talk about or request a transfer, you should provide them with Form 742, Application for Transfer, and request that they fill it out as soon as possible.

If the employee is applying for a new job and not just a new location, and if there are any parts of the new job that you think may disqualify the employee, then you should discuss those area with the employee immediately. Remember, it is company policy that if an employee wants a transfer, the company will make every effort to find an acceptable job. So you should not discourage any request, even if it would disturb the completion of projects or goals in your department.

At the bottom of the form, fill out the supervisor's comment. Be brief and to the point. When you finish that, make a copy of the employee's most recent performance review and attach it to the form.

If the employee's current performance is unsatisfactory, then your signature and your immediate supervisor's signature are required on Part C of the form. If the current performance is outstanding, attach a copy of any letters of commendation. If the current performance is satisfactory, you don't have to attach anything.

Send a copy of the blue copy of the form to the company Placement Bureau and a pink copy to your Departmental File. The yellow copy should be given to the employee.