



Transfer Request

Employee Name: Bernard Gaines

Date: 2/6/2018

Current Shift/Dept.: 3rd Sanitation

Shift Requesting: 2nd DC

Reason: School

Date of Requested Transfer: 3/05/18

Office Use Only

Attendance: Great

Work Performance: EPR on 1/16/18 Score 4.7

Available Opening: _____

CMG Approval: Kelsey Sikkink

Department Manager Approval: [Signature]

Work Restrictions: N/A

Current Wage: \$13.00 + \$2.00 S/D New Wage: \$13.00

Hire Date: 10/18/2017

HR Initials ll