

Transfer Eligibility Waiver Form Procedures

Employee Responsibility:

1. Complete **all** information beside block 1.
2. Forward form to your Local President.

Local President's Responsibility:

1. Verify that the Employee has completed his portion of the form.
2. Contact local employee relations and verify if the location has the potential of exhausting the transfer list and plans to hire off of the street.
3. Complete block 2.
4. If Local President agrees – Forward form to the TWU International AA System Coordinator.
 - Fax (817) 282-1906
 - Mail to: Transport Workers Union
AA System Coordinator
1791 Hurstview Dr.
Hurst, Texas 76054
 - If you email it, it would need to be in PDF format.

AA System Coordinator Responsibility:

1. Verify block 1 and 2 are completed.
2. Contact the Managing Director of Employee Relations and complete blocks 3 & 4.
3. Send the completed form to ATD International, Managing Director of Employee Relations, and each Local affected.

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**TRANSFER ELIGIBILITY WAIVER
REQUEST FORM
ONLY APPLICABLE IF HIRING OFF THE STREET**

- 2 Week Waiting Period
- 6 Month Waiting Period
- 12 Month Waiting Period
- Art 12.4 (1) i of the Mechanic and Related and Stores Contract

Name: _____ Date: _____

Local: _____ Employee No. _____ Phone: _____

Current Station: _____ Classification: _____

Length of Time in Current Location: _____

Length of Time in Current Classification: _____

Transfer Station / Classification Requested: _____

Full Time / Part Time / or Both (Circle One)

Reason for Request: _____

Local President's Signature: _____

Granted / Denied (Circle One) Date: _____

AA Employee Relations: _____

Exception **Granted / Denied** (Circle One) Date: _____

Reason for Denial: _____

TWU System Coordinator: _____

Exception **Granted / Denied** (Circle One) Date: _____

NOTE: ATTACH TRANSFER FORMS (IF REQUIRED)