

Employee Development Program “Request for Job Transfer”

Employee may have only one valid Request for Job Transfer form.

Filing of this form with your manager voids other Request for Job Transfer forms.

Owners and managers reserve the right to alter, append or modify this program.

The Request for Job Transfer process is being introduced as a way to:

1. Help the employees let managers become aware that they would like to transfer to another location within our company performing their present job, or a different job.
2. Help the employees let managers become aware that they would like to perform a different job at their present location.
3. It will give an employee a clearly defined job description stating requirements that must be met in order to be considered for a job transfer.
4. It will make our managers aware that an employee, through experience or education, has become eligible for a job other than the job they are presently working.
5. It will let an employee know if there is a need for a person in the area that the employee is requesting transfer

- How Request for Job Transfer works

If an employee is interested in transferring to a different job or the same job he or she is currently performing but at a different location, they will be required to fill out a Request for Transfer form.

A binder will be available to employees with job description for all positions within Mulzer Crushed Stone Companies. After reviewing the job description an employee that meets the requirements for the job will file a Request for Job Transfer form.

- Review of your Request for Job Transfer form.

After reviewing the form the manager will give the employee insight as to the need for a person in the area they show interest in. It may be that we do not have and do not see the need in the future for a person in the job they are interested in.

- Sharing of Information

A copy of the Request for Job Transfer form will be kept at employees' present job location, sent to the Human Resource Department at the Tell City office and be sent to the location that the employee wishes to transfer to.

- Job Opening

When the managers within Mulzer Crushed Stone have a job opening, they will have information as to which employees have interest in these jobs.

They will also know if there is an employee that has been seeking training to qualify for a particular job opening.

**Employee Development Program
“Request for Job Transfer”**

- Succession
Request for Job Transfer will not be considered in jobs that are filled by succession.
- The filing of a Request for Job Transfer form will not guarantee that the person will be transferred or selected for a job opening. When a job becomes open, the manager will review all job transfer forms that pertain to the open position. Consideration will be given to a qualified company employee prior to hiring someone from outside the company.

Please fill out the next two pages completely and schedule a meeting with your supervisor.

Request for Job Transfer

Filing of this report is not a guarantee of job transfer.

This form will be shared with other managers and a copy will be kept on file with the Human Resource Department.

The following form must be completed before any inter-company transfer can be made.

Any time that information needs to be updated on this form, please contact your manager.

| | |
|------|------|
| Name | Date |
|------|------|

| |
|---------|
| Address |
|---------|

| | | |
|------|-------|-----|
| City | State | Zip |
|------|-------|-----|

| | |
|------------|-----------------------|
| Date Hired | Person that hired you |
|------------|-----------------------|

| | |
|--------------|---------------|
| Present Wage | Starting Wage |
|--------------|---------------|

| |
|-----------------|
| Name of Manager |
|-----------------|

| |
|-----------------------|
| Present Work Location |
|-----------------------|

| |
|-------------|
| Present Job |
|-------------|

| |
|-----------------------|
| Other Work Experience |
|-----------------------|

| |
|-------------------------------|
| Jobs you have held within MCS |
|-------------------------------|

| |
|-----------------------------------|
| Job you would like to transfer to |
|-----------------------------------|

| |
|---|
| Location: If the job is not available in your present location would you be willing to transfer to another location? YES / NO |
|---|

If yes which location(s)

Reason for requesting transfer

Please explain why you feel you are qualified for this transfer.

What do you feel are the positives of the job you are requesting to transfer to?

What do you feel are the negatives of the job you are requesting to transfer to?

What are the positives of your present job?

What are the negatives of your present job?

What goal have you set for yourself?

What are you doing to accomplish your goal?

Are you presently looking for employment outside our company?