Tuesday, June 10 2014

**TERMINAL TRANSFER POLICY**

IAMAW and Garda recognize two types of transfers, Operational requirement and Mutual transfers.

**Operational Requirement:** This is when the employer requires movement from terminal to terminal on a permanent basis. In this instance, the employer will post a bulletin with the number of transfers required between terminals and by status of full and/or part time. All interested active employees may submit a Transfer Request Form. Transfers will be granted to interested employees based on their screening seniority. In case of insufficient volunteers to fill the company requirements, the company will fill vacant positions by reverse seniority.

Operational Requirement transfers may happen at any time of the year.

**Mutual Transfer:** This is when an active employee requests a transfer to move to another terminal. All interested active employees may submit a Transfer Request Form.

The deadlines for submitting of transfer are as follows:

* For the Summer Bid the employee must submit a transfer request before February 28th.
* For the Winter Bid the employee must submit a transfer request before July 31st.

All Transfer Requests or withdrawal of a Transfer Request must be done prior to the above deadlines.

Transfer requests will be based on the following criteria:

* By screener seniority
* The transfer must have a mirror request by an employee with the same status (full-time to full-time and part-time to part-time)

All approved Transfer Requests will be advised prior to that season bid. Transferred employees will retain their existing seniority and bid with the same. All transfer will take effect upon the date of the new season bid.

**Notes:**

Transfer Requests that were not granted, will be automatically carried over for the next season bid.

All Transfer Requests must be deposited in the mailbox of the respective Terminals.

All Transfer Requests must be submitted on the Transfer Request form.

Only employees on active status (not on L.O.A. or M.L.O.A) at the deadline dates noted above will be eligible for transfer.

In Solidarity,

Caterina Barone

Recording Secretary