

## Transfer Eligibility Waiver Form Procedure

### 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  
The form can be faxed, mailed or emailed.
  - 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 and 4.
3. Send the completed form to ATD International, Managing Director of Employee Relations, and each Local affected.



**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 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)**  
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