



October 18, 2022

TO: UAW Employee Assistance Program Representatives
Stellantis Employee Assistance Program Representatives

FROM: Shawn Fain, Thomas Rolands UAW-Chrysler NTC Co-Leads

SUBJECT: UAW-Chrysler NTC Employee Assistance Program Certification
Training – November 29 through December 2, 2022

The UAW-Chrysler National Training Center (NTC) is presenting an Employee Assistance Program (EAP) Certification Training from November 29 through December 2, 2022. The training will be held at the UAW-Chrysler NTC, 2500 E. Nine Mile Road, Warren, Michigan, 48091.

Out-of-town participants should plan to arrive on Monday, November 28, 2022, and depart on Friday, December 2, 2022. Registration and breakfast for all participants will be held daily, from 7 a.m. to 8 a.m. at the UAW-Chrysler NTC.

Each attendee will be required to complete their daily COVID-19 self-screening. All current company required COVID-19 precautionary safety protocols remain in effect while at NTC.

REGISTRATION

To attend this training, the following steps must be completed:

- **All participants must complete a registration form.**
- The attached registration form must be filled out completely and signed by the participant, Local Union President, and Plant Manager.
- Forms must have all required signatures and must be emailed to eventservices@ucntc.org, **no later than November 1, 2022.**
- If registered but unable to attend the training, please notify *Rebecca Suell, UAW, at (586) 427-6702, or Kris Phillips, Stellantis, at (248) 821-9372*, as soon as possible.

TRAVEL ARRANGEMENTS

- **UAW participants** are responsible for making their own travel arrangements through TSI USA by calling (888) 244-2380.
- UAW participants should contact TSI USA **two working days** after successful submission of the completed Registration Form.
- UAW participants should identify themselves as Stellantis employees and use the conference Event I.D. #1083 when making travel arrangements.
- **Management participants** are responsible for making their airline reservations through TSI USA by calling (888) 244-2380 in accordance with NTC Travel Policy.
- Hotel accommodations for UAW and Management out-of-town participants are at the Detroit Marriott Troy, 200 West Big Beaver Road, Troy, Michigan, 48084, (248) 680-9797. Your hotel room will be reserved and billed directly to the NTC.

- For participants traveling by airplane, a daily shuttle service will be provided between the Detroit Marriott Troy Hotel and the UAW-Chrysler NTC. Transportation will be provided to airport at the conclusion of Friday's session (12:00 p.m.) Reasonable transportation fees between airport and hotel will be covered, please refer to NTC Reimbursement Guidelines.
- Airline reservations must be completed no later than **November 1, 2022**. Additional charges incurred for late reservations will be charged back to your location.
- Charges resulting from failure to cancel unused rooms may be billed back to the participant's location.

REIMBURSEMENT INFORMATION

The NTC Board of Directors has agreed to cover the cost of certain airfare/travel, hotel room, parking, tax, and per diem per the attached conference reimbursement guidelines provided by the NTC. Union Representatives will be compensated for their lost time at their regular rate of pay and shift premiums, not to exceed 40 hours per week, as aligned with the plant work schedule. Union representatives are to remain on the plant roll while attending the conference. *Meals will be provided at the UAW-Chrysler NTC as indicated below.*

<u>Conference Date</u>	<u>Meals</u>	<u>Per Diem</u>
Monday, November 28	Arrive	\$ 46
Tuesday, November 29	Breakfast, Lunch	\$ 23
Wednesday, November 30	Breakfast, Lunch	\$ 23
Thursday, December 1	Breakfast, Lunch	\$ 23
Friday, December 2	Depart	<u>\$ 20</u>
Total Reimbursement		\$135

Questions concerning this program can be addressed to Rebecca Suell, UAW, at (586) 427-4068, or Kris Phillips, Stellantis, at (248) 821-9372.



 Shawn Fain
 Co-Lead



 Thomas Rolands
 Co-Lead

SFTR/rz:opeiu512

Attachments

Note: For all cc's listed below, please be advised this call letter is being sent to you for informational purposes only; your attendance at the training is not required.

- | | | |
|-----|------------------------------|--|
| cc: | C. Estrada | C. Fields |
| | W. King | H. Hall |
| | T. Davis | R. Richie |
| | R. Suell | L. Otis |
| | Stellantis Department Staff | Vice Presidents, Directors & General Mgrs. |
| | Regional Directors | Group HR/ER Executives |
| | Regional Assistant Directors | Plant Controllers |
| | Regional Servicing Reps. | Plant Human Resources Managers |
| | LWCPC Co-Chairs | LWCPC Co-Chairs |

**UAW-Chrysler
National Training Center**

**CONFERENCE/SEMINAR/MEETING
REIMBURSEMENT GUIDELINES**

LOST TIME

Union Representatives will be compensated for their lost time at their regular rate of pay and shift premiums, not to exceed 40 hours per week, as aligned with plant work schedules. Union representatives are to remain on the plant roll while attending the conference.

AIR TRAVEL

Union Representatives - Air travel/tickets/arrangements will be made through TSI USA by returning the registration form to the UAW-Chrysler National Training Center at the email address or fax number listed on the form.

Management Representatives - Air travel/tickets/arrangements must be made using the Concur Travel & Expense Reporting BETR system, in accordance with Stellantis Travel Policy.

Note: The NTC will only reimburse for the cost of a flight reservation made 30-days or more in advance of the departure date. Any additional cost above the 30-day average rate will be the responsibility of the Plant/PDC or the individual traveling.

HOTEL ROOMS

Union Representatives - Hotel reservations will be made by returning the registration form. The National Training Center will pay only for room rate and tax. No deposits are required; however, hotels may request a credit card for incidentals.

Management Representatives - Hotel reservations must be made using the Concur Travel & Expense Reporting BETR system, in accordance with Stellantis Travel Policy.

LOCAL TRANSPORTATION

Union Representatives

- Reasonable transportation fees or mileage reimbursement from residence or Plant/PDC to airport and return will be paid.
- Reasonable long-term parking fees at the participant's hometown airport will be paid. (i.e. US Park)
- Reasonable transportation fees for travel from airport to the conference site and return will be paid.
- **Receipts must be submitted.**

Management Representatives

- Local transportation will be reimbursed in accordance with Stellantis Travel Policy.
- Reasonable long-term parking fees at the participant's hometown airport will be paid. (i.e. US Park)

AUTO TRAVEL

Travel by auto by the most direct route (and return) to the conference site will only be reimbursed as follows (not to exceed the equivalent of the lowest average coach air fare based on a 30-day advance ticket purchase).

Union Representatives

- Fifty eight point five cents (\$0.585) per mile.
- If more than one (1) person travels in the car, only one (1) person will be reimbursed.

Management Representatives

- Mileage will be reimbursed in accordance with Stellantis Travel Policy.

MEALS

Maximum allowance for meals:

Breakfast	\$11.00
Lunch	12.00
Dinner	<u>23.00</u>
Total	\$ 46.00

Per diem will not be reimbursed for meals that are provided by the National Training Center.

- A. **Union Representatives** maximum meal allowance for return travel day is **\$20.00**.
- B. **Management Representatives** are to be reimbursed for meals per Stellantis procedure, not to exceed the maximum allowance stated above.
- C. The National Training Center will reimburse the plant for both union and management representatives based on the meal allowances for meals not provided by the National Training Center.
- D. Meal receipts must be submitted when using the Concur Travel & Expense Reporting BETR system, in accordance with Stellantis Travel Policy.

EXPENSE REPORT

Union Representatives - must submit NTC expense report form and supporting receipts signed by supervisor to the National Training Center, no later than 30 days from the end date of the conference.

Management Representatives – must submit expense reports using the Concur Travel & Expense Reporting BETR system, in accordance with Stellantis Travel Policy.

**UAW-Chrysler National Training Center
2500 E. Nine Mile Road
Warren, Michigan 48091
Attention: Accounting Department
(FCA US CIMS: 415-00-00)**

Reimbursement questions are to be addressed to the following:

Ronda Young or Keesha McConaghie

(586) 427-4085 or (tie line) 734-4085

CONFERENCE MATTERS

Questions pertaining to the conference should be directed to the staff listed on the attached call letter.

/bc:opciu512
Revised 3/14/22



**UAW-Chrysler National Training Center
EAP Certification Training
NOVEMBER 28 – DECEMBER 02, 2022
REGISTRATION FORM**

EVENT I.D. #: 1083



Check box if unable to attend.

PLEASE COMPLETE ENTIRE FORM – TYPE OR PRINT CLEARLY (INCOMPLETE FORMS WILL NOT BE PROCESSED)

Name: _____ () _____ Cell Phone: () _____ Work Phone: () _____
Last First Preferred First MI

Home Address: _____ CID# _____ Local Union # _____
City State Zip

Location Name: _____ Location Number: _____ Job Title: _____

Shift: _____ Email Address: _____ Check One: Union Management NTC Staff Vendor/Guest

Check-In Date to the Hotel 11/28/2022

Check-out date from the Hotel 12/02/2022

Please check all that apply:

1 Bed

(Check-in at 3 p.m.)

(Check-out 11 a.m.)

2 Beds

Guest Attending

Check-in date to the Hotel ___/___/___

Check-out date from the Hotel ___/___/___

EMERGENCY CONTACT NAME _____

(Your responsibility if different from above)

EMERGENCY CONTACT NUMBER () _____

Method of Transportation to the Conference Air Car Require daily shuttle between hotel and NTC

(For Participants who fly to conference)

NTC USE ONLY: Received Late Incomplete Illegible NTC TSI

Signatures:

Date: ___/___/___

Participant

Date: ___/___/___

Local Union President

Date: ___/___/___

Plant/PDC Manager

E-Mail completed form to: eventservices@ucntc.org

QUESTIONS: Please direct any travel questions to:

Troy Davis, UAW, at (586) 427-4045

Colleen McBrady, Stellantis, at (586) 427-4023

CONFERENCE QUESTIONS: Please direct any questions to:

Rebecca Suell, UAW, at (586) 427-6702 or

Kris Phillips, Stellantis, at (248) 821-9372

___ IPO ___ CON

NTC APPROVAL

NOTE: NO SHOWS MAY RESULT IN CHARGEBACK TO LOCATION. SUBMISSION DEADLINE: November 1, 2022