



OFFICIAL CALL TO THE

LEADERSHIP ESSENTIALS INSTITUTE

OCTOBER 9 – 14, 2022

*THE WALTER AND MAY REUTHER UAW FAMILY EDUCATION CENTER
ONAWAY, MICHIGAN*





The UAW Education Department will hold its annual Leadership Essentials Institute on October 9 – 14, 2022. The institute will be held at The Walter and May Reuther UAW Family Education Center in Onaway, Michigan.

This institute is designed for current and aspiring local union elected leaders hoping to build a stronger UAW for today and tomorrow. Delegates will participate in workshops related to the responsibilities of officers, grievance handling, running union meetings, leading with vision, our Duty of Fair Representation, UAW Ethical Practices, and Article 33 of the UAW Constitution.

ELIGIBILITY TO ATTEND

The institute is open to UAW members in good standing who currently hold a leadership position at their local union or aspire to be leaders.

CONFERENCE AGENDA

Sunday, October 9 (Arrival)

3 p.m. to 5 p.m. - Registration

6 p.m. to 7 p.m. - Dinner

7 p.m. to 8 p.m. - Conference Opens

Monday - Thursday

8 a.m. to 4 p.m. - Workshops

Friday, October 14 (Departure)

8 a.m. to 9 a.m. - Certificates

9 a.m. - Conference Adjourns

REGISTRATION

Local unions must register their delegates via LUIS no later than September 16, 2022. The institute registration fee is \$75 per delegate and must be paid by local unions using ACH. This registration fee covers the cost of lodging, meals, and materials and is non-refundable. Local unions will pay online through LUIS by choosing the “Submit a Payment” option under the “Conference” menu. Funds will not be withdrawn from local unions until after the region approves the delegates, a process that will take place after online registration closes. Registration is open from now until September 16, 2022.

******All COVID-19 protocols in place at the time of the institute will be followed******



TRANSPORTATION

All delegates are expected to arrive at the Family Education Center by 3 p.m. on Sunday, October 9 (except for those arriving by flight; see Air and Lodging) and remain until the institute concludes at 9 a.m. on Friday, October 14. Arrivals and departures should be arranged accordingly.

Local unions are responsible for all transportation costs for delegates who live less than 500 miles from the Family Education Center.

For those who live more than 500 miles (one-way) from the Center, delegates may travel by passenger vehicle, or air transportation:

Passenger Vehicle: After 1,000 miles (round-trip), all drivers will be reimbursed the IRS rate for each mile. Mileage is not reimbursed for the first 1,000 miles of a round-trip (500 miles one-way).

On trips to and returning from the Center, delegates who drive are also entitled each way to one night's lodging for 500 miles or more; two nights' lodging for 1,000 miles or more. Motel rates should not exceed \$65 per night for single occupancy; or \$80 per night for double occupancy. Delegates must save motel receipts and submit them to the Center for processing. Upon program completion, delegates will receive mileage and/or motel refunds. Reimbursement is not provided for meals, highway tolls, or other expenses incurred during the trip.

Delegates who elect to drive to the Family Education Center should be aware of the "multiple of three" rule. When a local sends more than one delegate to a session, delegates should travel in multiples of up to three per vehicle. Only one driver per local, per multiples of three, is reimbursed for mileage by the International Union.

The Walter and May Reuther UAW Family Education Center is located at 2000 Maxon Road, Onaway, MI, 49765.

Please be advised of the following Walter and May Reuther UAW Family Education Center policy:

Vehicles allowed to park in the FEC must be union-made and have a vehicle VIN number beginning with 1, 2, 4, or 5 (i.e., made in the USA or Canada). VIN numbers are located in the dashboard or door jamb of vehicles. Upon arriving at the FEC, security guards check each vehicle's VIN number. If the vehicle's VIN number is anything other than 1, 2, 4, or 5, parking accommodations are available in a lot located adjacent to the FEC's front gate. An FEC bus will transport those delegates to the hotel registration desk.



Air Transportation to Detroit, Michigan (DTW):

For those opting to travel by air, flights will be arranged by the local union through Travel Solutions International (TSI USA). Due to stricter airline regulations, delegates who opt to fly must provide their legal name as it appears on a driver's license or other government-issued identification recognized by the Transportation Security Administration. Failure to do so could result in up to a \$150 charge to correct an airline ticket. The UAW will not reimburse that charge.

To assure maximum savings, delegates who fly to DTW will be **required** to arrive in Detroit on Saturday, October 8. The UAW International will provide overnight lodging in Detroit for October 8, **based on double occupancy at the Courtyard Detroit Metro Airport Romulus, 30653 Flynn Dr., Romulus, MI 48174**. Hotel shuttles will be arranged by the Family Education Center to meet delegates outside of the baggage claim when their flights arrive.

Please note that hotel occupancy may change in the future to follow CDC and State of Michigan COVID-19 protocols.

Bus Transportation from Detroit to Black Lake:

For those traveling by air, at 8:30 a.m. (EDT) on Sunday, October 9, a charter bus will take delegates from the hotel to the Family Education Center. Estimated arrival is before 3:30 p.m. A one-hour lunch stop is planned during the bus trip. For the return trip on Friday, October 14, **no flights should be arranged before 5 p.m. (EDT)**. The bus will leave the Family Education Center for the airport at 9:30 a.m. on Friday.

CANCELLATIONS AND REFUNDS

Registration fees are non-refundable. Local unions should select alternates to replace delegates who cancel and notify their regional office. This institute is an investment in the future of your local union. This official call includes information that should be shared with local unions.

In solidarity,

Ray Curry
International President



**LOCAL UNION
PROCESS**

LEADERSHIP ESSENTIALS INSTITUTE



OCTOBER 9 – 14, 2022

*THE WALTER AND MAY REUTHER UAW FAMILY EDUCATION CENTER
ONAWAY, MICHIGAN*

- ▶ FILING GUIDELINES
- ▶ REGISTRATION PROCESS



The following information is provided to assist local unions in processing registration for the **Leadership Essentials Institute**. These guidelines should prevent misunderstandings regarding delegate selection and local union financial obligations.

The **Leadership Essentials** is designed to provide specific training for UAW members in good standing who currently hold a leadership position at their local union or aspire to be leaders.

Locals are encouraged to:

- ▶ Select first-time delegates who want to learn more about local union leadership roles.
- ▶ Avoid sending delegates who have attended similar programs at the Center, regional summer schools, or other programs.

****Please inform approved delegates that all COVID-19 protocols in place at the time of institute will be followed.***

ELIGIBILITY

Delegate's eligibility is limited to active members of your local union, including members on layoff or strike. However, members on sick leave, retired members, and spouses who are not members of your local union are not eligible to attend.

LOST TIME

The payment of lost time is the sole responsibility of the local union unless a subsidy has been authorized by the Regional Director.

CANCELLATION AND REPLACEMENT

Registration fees are non-refundable. Local unions should select alternates to replace delegates who cancel and notify their regional office. This institute is an investment in the future of your local union.

In the event of a last-minute change, delegates must be provided the name of the member they are replacing. Upon check-in at the Center, a replacement delegate that provides the name of a last-minute cancellation will be able to use the \$75 paid registration fee. When processing a delegate's changes, please remember that airline tickets are non-refundable and non-transferable.



REGISTRATION

Local unions must register their delegates via the following link:

Website: <https://conference.uaw.org/leadership.php>

Username: 2022UAWLE

Password: UAWLE22

Local unions must provide each delegate’s personal (non-work) email when registering delegates for this institute. Regions will be given access to a list of their registered delegates through LUIS to approve, a process that will take place after online registration closes. This is due to limited spaces.

The approved delegates will be notified via email that their registration is complete and will be contacted with further information about the institute. Delegates who are not approved will be notified via email that the institute’s capacity is full and will be put on a waitlist.

REGISTRATION DEADLINES AND FEES

INSTITUTE DATES	REGISTRATION DEADLINE Include \$75 registration fee. Only paid if approved by region.	AIRLINE DEADLINE After regional approval notification.
Sunday - Friday October 9 - 14, 2022	Friday September 16	Friday September 23

- ▶ Local unions must pay a \$75 non-refundable registration fee through LUIS by choosing the “*Submit a Payment*” option under the “Conference” menu.
- ▶ Funds will **NOT** be withdrawn from local unions until after the region approves the delegates, a process that will take place after online registration closes.



Travel Solutions International (TSI USA) requires a one-time registration for each local union agreeing to their services. Please complete the information required in this link: <https://form.jotform.com/210403752631041> **All airline tickets are non-refundable and non-transferable.**

Please allow 24 hours for TSI USA to process the information provided. Once a local union is registered, the local union must complete the online UBE Airline Reservation by September 23, by going to the following link: <https://cvent.me/zaKLW7>. The transaction fee for making airline reservations is \$20.00 per person.

When registering for flights, be prepared to pay for airfare with a credit card or local union check. No personal checks will be accepted. The travel agency will email the local union/delegate an itinerary that will **need approval prior** to ticketing. If paying for airfare with a local union check, payment must be mailed within 24 hours after you are emailed by the travel agency. Send to UBE/Air, UAW Family Education Center, 2000 Maxon Road, Onaway, MI 49765. Checks must be sent with a copy of the invoice from the travel agency.

Due to stricter airline regulations, delegates who opt to fly must provide their legal name as it appears on a driver's license or other government-issued identification recognized by the Transportation Security Administration. Failure to do so could result in up to a \$150 charge to correct an airline ticket. The UAW will not reimburse that charge.

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Please note that hotel occupancy may change in the future to follow CDC and State of Michigan COVID-19 protocols.

AIRLINE PROCEDURE

If paying for airfare with a local union check, you must mail the payment within 24 hours after TSI contacts you. Please make check payable to UBE and send the payment to UBE/Air, UAW Family Education Center, 2000 Maxon Road, Onaway, MI 49765. You must include a copy of the invoice with the check. For questions call the UAW Family Education Center at 989-733-6311.