

## REGION 4



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INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA-UAW

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RAY CURRY, *PRESIDENT*

MARGARET MOCK, *SECRETARY-TREASURER*

VICE-PRESIDENTS: MIKE BOOTH • RICH BOYER • CHUCK BROWNING

March 2023

To: All Local Union Presidents, Recording Secretaries and  
Financial Secretaries – Region 4, UAW

Re: UAW Health & Safety Training Institute – May 7-12, 2023

Greetings:

The 2023 UAW Health and Safety Training Institute will be held at the Walter and May Reuther UAW Family Education Center. The center is located at 2000 Maxon Rd, Onaway, MI 49765. 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. Region 4 is allotted 39 delegates for this conference.

The Institute will provide education and updates on a variety of topics needed by Health and Safety Representatives, Health and Safety Committee Members, and Local Union Representatives to address industrial hygiene, ergonomics and health and safety issues at their locations. Curriculum this year will once again include courses offered through the OSHA Training Institute Education Center (OTIEC). Credits earned taking these courses can be applied toward the Health and Safety "Specialist" and "Professional" credentials issued by the Great Lakes OTIEC. Some of the courses being offered this year include Ergonomics, Incident Accident Investigation, Combustible Dust, Industrial Hygiene, Hazard Recognition, Opioid Awareness and more.

**REGISTRATION:** Registration is online. Please use an updated browser when registering. Delegates will use the following log-in information:

- Web Address: <https://hs.uaw.org>
- Username: hs2023
- Password: safetyfirst23

The website will open for registration on **Friday, March 17, 2023**. The deadline for completed registrations is no later than Thursday, April 20, 2023, at 4 p.m. As we expect a full Health and Safety Conference, no late registrations will be accepted.

If you have any questions regarding the registration process, please contact Jim Holton at 248-431-4660, email: [jholton@uaw.net](mailto:jholton@uaw.net) , or Sharon Kuchabsky at 313-926-5796, email: [skuchabsky@uaw.net](mailto:skuchabsky@uaw.net).

*The Health and Safety Institute **registration fee is \$675 per delegate**; this is based on double housing. ACH payments are recommended and can be made through LUIS. ACH payments will be deducted after registration closes but no later than April 28, 2023.*

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***Make checks payable to the International Union, UAW. If paying by check it is suggested that the local generate a single check to cover the registration fees for its delegates. Please send payment to the UAW Health & Safety Department, c/o Sharon Kuchabsky, 8000 East Jefferson Ave Detroit, MI 48214 no later than May 3, 2023. Current CDC and International Union Covid-19 protocols will be followed.***

The local unions are responsible for lost time and registration fees for all delegates. There are no provisions for lost time reimbursements connected with the Health and Safety Institute.

**TRANSPORTATION:** Transportation is provided for delegates whose worksites are over 500 miles from the UAW Family Education Center. For those over 500 miles one-way, options are flying or driving. All airline tickets will be purchased through the travel agents used by Black Lake. Participants who fly will be required to pay for their tickets in advance.

**DELEGATES FLYING** To assure maximum savings on flight arrangements, delegates will be required to arrive in Detroit on Saturday, May 6, 2023. Delegates must use the following link to make their flight arrangements <https://cvent.me/aLNMDq>. The Airline Registration online process must be completed (including a cell phone contact number) and submitted to the UAW Family Education Center **no later than Thursday, April 20, 2023**. Upon completion of the program, airline tickets will be processed for reimbursement, less \$75 per delegate.

Overnight lodging will be provided based on **double occupancy at the Courtyard Detroit Metro Airport Romulus, 30653 Flynn Dr., Romulus, MI 48174; 734-721-3200**. Delegates will depart the hotel on Sunday morning, May 7, 2023, at 9 a.m. via charter bus for the trip to Black Lake.

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.

**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.

**DELEGATES DRIVING** Delegates are expected to arrive at the Family Education Center by 4 p.m. on Sunday, May 7th (except for those arriving by flight; see Air and Lodging) and remain until the institute concludes at 9 a.m. on Friday, May 12<sup>th</sup>. 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).

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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.

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 identification number (VIN) beginning with 1, 2, 4, or 5 (i.e., made in the USA or Canada). Vehicle identification numbers are in the dashboard or door jamb of vehicles. Upon arriving at the FEC, security guards check each vehicle's VIN. If the vehicle's VIN 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.

**SPECIAL FAMILY EDUCATION CENTER (FEC) DELEGATES:** The International Union will subsidize food and lodging for five delegates from each region. Regional Directors may designate local unions to receive the additional financial support. The FEC delegates pay the lower registration fee of \$102.50. All subsidies must be submitted to Andrea Williams ([AMWilliams@uaw.net](mailto:AMWilliams@uaw.net)) no later than close of business, Tuesday, April 18, 2023.

**LOST TIME:** The payment of lost time is the sole responsibility of the local union unless the Regional Director authorize a subsidy.

**CANCELLATIONS AND REFUNDS:** Registration fees are non-refundable. Please choose alternate delegates to replace last-minute cancellations. Notify Andrea at [AMWilliams@uaw.net](mailto:AMWilliams@uaw.net) or at 608-713-7900 of the alternates delegates no later than April 20, 2023. This institute is an investment in the future of your local union.

Fraternally,



Brandon Campbell  
Director  
Region 4, UAW