



May 7, 2024

TO: LWPCPC Co-Chairs, Local UAW & Management Health & Safety Representatives, UAW Health & Safety Trainers, and UAW Ergonomic Analysts

FROM: John Weyer, Tom Rolands
Co-Leads

SUBJECT: 2024 Annual Health, Safety and Ergonomics Conference

The UAW-Chrysler National Training Center (NTC) is presenting a Health, Safety and Ergonomics Conference in Las Vegas, Nevada, July 21-26, 2024. Delegates will stay at the Park MGM, 3770 Las Vegas Blvd. South, Las Vegas, Nevada, 89109, (702) 730-7777, and should plan to arrive on Sunday, July 21, 2024, and depart Friday, July 26, 2024.

Ergonomic Analysts and H&S Trainers will be required to attend additional training on Friday, July 26th and will depart on Saturday, July 27, 2024. Please be informed that you are required to bring your laptops to the upcoming conference.

Check-in time at the hotel is 3:00 p.m. and check-out time is 11:00 a.m. Registration will be held on Sunday, July 21, from 1:00 p.m. to 6:00 p.m. and late registration will be Monday, July 22, from 7:00 a.m. to 8:00 a.m. A dinner will be held Monday evening from 6:00 p.m. to 9:00 p.m.

REGISTRATION

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

- **All participants must complete and submit the attached registration form.**
- The registration form must be signed by the attendee, Local Union President, and Plant Manager.
- Forms must have all required signatures and must be emailed to: eventservices@ucntc.org and cc: LWILLENBACHER@ucntc.org no later than **Friday, May 31, 2024**.
- If registered but unable to attend, please notify Mark Taylor, UAW, at (586) 427-6830 or mtaylor@uaw.net or Scott Campbell, Stellantis, at (586) 427-4075 or scott.campbell@stellantis.com as soon as possible to avoid unnecessary travel/room charges.

TRAVEL ARRANGEMENTS

UAW Delegates are responsible for making their own travel arrangements through TSI/USA by calling (888) 244-2380. TSI/USA should be contacted **three (3) working days** after successful submission of Registration Forms. Participants should identify themselves as Stellantis employees and use the conference Event I.D. #1094 when making arrangements. Your hotel room will be reserved, per your registration form, and will be billed directly to the NTC.

Management participants are responsible for making travel arrangements through the Concur system for flight arrangements, but do not select a hotel option. Once your flight reservation is made in Concur, you will be prompted with a drop-down menu to explain why a hotel was not selected. Please select the *“Declined preferred hotel due to conference/convention”* option to complete your itinerary. Your hotel room will be reserved, per your registration form, and will be billed directly to the NTC. Please email itineraries to colleen.mcbrady@external.stellantis.com. Questions concerning travel planning can be addressed to Colleen McBrady, Stellantis, at (248) 421-3455. When completing your expense report in Concur, management participants should select the “NTC” box to ensure all applicable expenses are paid by the NTC and not charged to your location.

NOTE TO ALL PARTICIPANTS

- Any charges resulting from cancelled rooms or flights may be billed back to the delegate’s location.
- Airline reservations must be completed no later than Friday, June 14, 2024. Additional charges incurred for late reservations will be charged back to your location.
- Participants are responsible for their own transportation to and from the airport and will be reimbursed at a reasonable rate, per the attached conference reimbursement guidelines.
- Please direct all hotel and travel-related questions to Loreese Lee, UAW, at (313) 779-3742, or Colleen McBrady, Stellantis, at (248) 421-3455.

REIMBURSEMENT INFORMATION: The Board of Directors has agreed to cover the cost of certain airfare/travel, hotel room, parking, tax, and per diem according to 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 as aligned with the plant work schedule. Union representatives are to remain on the plant roll while attending the conference.

<u>Conference Date</u>	<u>Meals</u>	<u>Per Diem</u>	<u>Ergonomics & H&S Trainers*</u>
Sunday, July 21	Arrival Day	\$ 64	\$64
Monday, July 22	Breakfast, Lunch, Dinner	\$ 0	\$ 0
Tuesday, July 23	Breakfast, Lunch	\$ 32	\$ 32
Wednesday, July 24	Breakfast, Lunch	\$ 32	\$ 32
Thursday, July 25	Breakfast, Lunch	\$ 32	\$ 32
Friday, July 26	Travel Day	\$ 48	\$ 32
*Saturday, July 27	Travel Day	NA	\$ 48
Total Reimbursement		\$208	\$240

*Ergonomic Analysts and H&S Trainers will be provided Breakfast and Lunch on Friday, July 26 and travel on Saturday, July 27, 2024.

Any questions pertaining to the Health, Safety, and Ergonomics Conference may be directed to Mark Taylor, UAW, at (586) 427-6830 or mtaylor@uaw.net or Scott Campbell, Stellantis, at (586) 427-4075 or scott.campbell@stellantis.com

Questions concerning reimbursement may be addressed to the NTC accounting department at (586) 427-4085 or tieline 737-4085.



 John Weyer
 Co-Lead



 Tom Rolands
 Co-Lead

JWTR/bc: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 conference is not required.

- cc:
- | | |
|------------------------------|--|
| R. Boyer | C. Fields |
| J. Ferro | H. Hall |
| H. Hawkins | L. Otis |
| M. Taylor | C. Pearson |
| L. Lee | S. Campbell |
| Stellantis Department Staff | C. McBrady |
| Regional Directors | Vice Presidents, Directors & General Mgrs. |
| Regional Assistant Directors | Group HR/ER Executives |
| Regional Servicing Reps. | HR Business Partners |
| | HR Managers |
| | Plant Controllers |

**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 airfare based on a 30-day advance ticket purchase).

Union Representatives

- Sixty-seven cents (\$0.67) 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	\$15.00
Lunch	17.00
Dinner	<u>32.00</u>
Total	\$ 64.00

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 **\$48.00**.
- 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:opeiu512
Revised 4/19/24



**UAW-Chrysler National Training Center
2024 Annual Health, Safety, and Ergonomic Conference
July 21-26, 2024
REGISTRATION FORM**

EVENT I.D. #: 1094

Check box if unable to attend.

PLEASE COMPLETE ENTIRE FORM – TYPE OR PRINT CLEARLY (INCOMPLETE FORMS WILL NOT BE PROCESSED)
CONTACT TSI-USA THREE BUSINESS DAYS AFTER SUBMISSION OF REGISTRATION FORM – EVENT I.D. # REQUIRED.

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

Home Address: _____ CID # _____ Local Union No.: _____
City State Zip

Plant/PDC Name: _____ Other Phone: (____) _____ Tie line: (8) _____

Conference Job Title: _____ Shift: _____ Location No.: _____ Department No.: _____ Fax No.: (____) _____

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

Check-in date to the Hotel: **7/21/24**
(Check-in at 3 p.m.)

Check-out date from the Hotel: **7/26/24**
(Check-out 11 a.m.)

Check-out date from the Hotel: **7/27/24**
(Ergonomic Analysts & H&S Trainers)

Check-in date to the Hotel ____/____/____
(Your responsibility if different from above)

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

Please check all that apply:

1 Bed 2 Bed

Method of Transportation to the Conference: Air Car

Emergency Contact:

Name: _____

Number: _____

DEADLINE: Completed forms must be received no later than: **May 31, 2024.**

Dietary Restrictions: _____

Signatures:

Participant

Date: ____/____/____

Local Union President

Date: ____/____/____

Plant/PDC Manager

Date: ____/____/____

Email all completed forms to:
eventservices@ucntc.org and cc: lwillenbacher@ucntc.org

TRAVEL QUESTIONS: please direct any travel questions to Loreese Lee, UAW, at (313) 779-3742 or Colleen McBrady, Stellantis, at (248) 421-3455

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____ IPO ____ CON

NTC APPROVAL