



February 5, 2025

**TO:** UAW Alternate Employee Assistance Program Representatives  
Local Union Presidents

**FROM:** John Weyer, Tom Rolands  
Co-Leads

**SUBJECT: UAW-Chrysler NTC Alternate Employee Assistance Program  
Certification Training March 31 through April 4, 2025**

The UAW-Chrysler National Training Center (NTC) is presenting an Alternate Employee Assistance Program (EAP) Certification Training the week of March 31 through April 4, 2025. The training will be held at the UAW-Chrysler National Training Center, 2500 E. Nine Mile Road, Warren, Michigan, 48091.

Out-of-town participants should plan to arrive on Sunday, March 30, 2025, and depart after 4:00 p.m. on Friday, April 4, 2025, or Saturday, April 5, 2025. Registration/Sign-in and breakfast for all participants will be held daily starting March 31 from 7 a.m. to 8 a.m. at the National Training Center. Training sessions will be offered Monday, March 31, through Friday, April 4, 2025, from 8:00 AM – 4:00 PM. The NTC EAP team will host a dinner on Tuesday evening, April 1, 2025, from 4 p.m. to 6 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](mailto:eventservices@ucntc.org), [bpryor@ucntc.org](mailto:bpryor@ucntc.org) and [jscott@uaw.net](mailto:jscott@uaw.net) no later than Tuesday, February 25, 2025.
- If registered but unable to attend, please notify your appropriate EAP Servicing Rep. as soon as possible to avoid unnecessary travel/room charges.

### **TRAVEL ARRANGEMENTS**

UAW participants are responsible for making their own travel arrangements through TSI/USA by calling (888) 244-2380. TSI/USA should be contacted three (3) business days after successful submission of registration forms. Participants should identify themselves as Stellantis employees and use the conference Event I.D. #1102 when making arrangements. Illinois, Indiana, and Ohio Labor Market employees should plan to drive. Hotel reservations for out-of-town UAW participants will be made at the Hollywood Casino at Greektown, 1200 St. Antoine, Detroit, MI, 48226, (313) 223-2999. Your hotel room will be reserved and will be billed directly to the NTC. Transportation will be provided daily to/from the hotel and NTC at 6:30 a.m. and 4 p.m.

**NOTE TO ALL PARTICIPANTS**

- Any charges resulting from canceled rooms or flights may be billed back to the delegate’s location
- Airline reservations must be completed no later than **February 27, 2025**. Additional charges incurred for late reservations will be charged back to your location.
- Participants outside of the Detroit and Toledo Labor Market areas should indicate on the registration form preferred hotel check-out date: **Friday, April 4 or Saturday, April 5, 2025**.
- 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. *The following meals will be provided at the UAW Chrysler National Training Center.*

<b>CONFERENCE DATE</b>	<b>MEALS</b>	<b>PER DIEM</b>
Sunday, March 30	Travel Day	\$64.00
Monday, March 31	Breakfast/Lunch	\$32.00
Tuesday, April 1	Breakfast/Lunch/ Dinner	\$0.00
Wednesday, April 2	Breakfast/Lunch	\$32.00
Thursday, April 3	Breakfast/Lunch	\$32.00
Friday, April 4	Breakfast/Lunch	\$32.00
Saturday, April 5	Travel Day*	<u>\$48.00*</u>
<b>Total Reimbursement</b>		<b>\$240.00</b>

*\*For participants departing on Saturday only*

Questions concerning this program may be directed to Jessica Scott, UAW, at (248) 935-7252 or [jscott@uaw.net](mailto:jscott@uaw.net), or Beverly Pryor, at (586) 427-6850 or [bpryor@ucntc.org](mailto:bpryor@ucntc.org).




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John Weyer  
Co-Lead




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Tom Rolands  
Co-Lead

**Attachments**

Note: For all Local Union Presidents and 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.

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|-----|------------------------------|---|
| cc: | K. Gotinsky                  | C. Fields                                 |
|     | S. Stahl                     | H. Hall                                   |
|     | M. Godlewski                 | C. McBrady                                |
|     | F. Grace                     | K. Phillips                               |
|     | L. Jamison Sr.               | R. Dubrava                                |
|     | G. Stoey                     | Vice President, Directors & General Mgrs. |
|     | T. Shkrela                   | Group HR/ER Executives.                   |
|     | L. Lee                       | Plant Human Resources Managers            |
|     | Stellantis Dept. Staff       | Plant Controllers                         |
|     | Regional Directors           |   |
|     | Regional Assistant Directors |   |



# UAW - Chrysler National Training Center (NTC) 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 work schedules.

## AIR TRAVEL

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

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

*Note:* The NTC will only cover 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

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.

## LOCAL TRANSPORTATION

### Union Representatives

- Reasonable transportation fees or mileage reimbursement from departing location to airport and return will be paid.
- Reasonable long-term parking fees at the participant's hometown airport will be paid for off-site discount parking (i.e. US Park).
- Reasonable transportation fees for travel from the 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 for off-site discount parking (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).
- If more than one (1) person travels in the car, only (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>
<b>Total</b>	<b>\$64.00</b>

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

**Union Representatives** maximum meal allowance for return travel day is **\$48.00**.

**Management Representatives** are to be reimbursed for meals per Stellantis procedure, not to exceed the maximum allowance stated above. Meal receipts must be submitted when using the Concur Travel & Expense Reporting system, in accordance with Stellantis Travel Policy.

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 NTC.

## 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 system, in accordance with Stellantis Travel Policy. 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.

Reimbursement questions can be sent via email to [accounting@ucntc.org](mailto:accounting@ucntc.org). Please include your name, location, Local Union # (if applicable), phone number and Event ID.

Completed expense reports along with relevant receipts can be mailed to:

UAW - Chrysler National Training Center  
2500 E. Nine Mile Road  
Warren, Michigan 48091  
Attention: Accounting Department

**OR**

Email to: [accounting@ucntc.org](mailto:accounting@ucntc.org)

## Conference Matters

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