



March 4, 2025

**TO:** LWPC Co-Chairs, Local UAW & Management Health & Safety Representatives, UAW Health & Safety Trainers, UAW Ergonomic Analysts, Alternate Health & Safety Representatives, Plant Doctors, and Plant Disability Representatives

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

**SUBJECT: 2025 Annual Health, Safety and Ergonomics Conference**

The UAW-Chrysler National Training Center (NTC) is presenting a Health, Safety and Ergonomics Conference in Chicago, Illinois, May 11-16, 2025. Delegates will stay at the Hilton Chicago, 720 S. Michigan Ave., Chicago, Illinois, 60605, (312) 922-4400, and should plan to arrive on Sunday, May 11, 2025, and depart Friday, May 16, 2025.

**Participants from Atlanta, Cleveland, Dallas, Denver, Los Angeles, Minneapolis, New York, Orlando, Portland, and Winchester are eligible to fly. The remaining participants will drive or travel via Amtrak. Prior approval is needed to drive if you're at one of the previously listed plants that is eligible to fly. UAW Members please contact Mark Taylor with any inquiries. Management, please contact Scott Campbell.**

**Beginning May 7, 2025, you will need a state-issued Real ID-compliant license or identification card, or another acceptable form of ID (such as a passport), to fly within the United States. Please visit <https://www.dhs.gov/real-id> for a list of acceptable forms of ID and additional information regarding REAL ID.**

Hotel check-in is 3:00 p.m. and check-out time is 11:00 a.m. Registration will be held on Sunday, May 11, from 1:00 p.m. to 6:00 p.m. and late registration will be Monday, May 12, from 7:00 a.m. to 9:00 a.m. A dinner will be held on 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](mailto:eventservices@ucntc.org) and cc: [Slowther@ucntc.org](mailto:Slowther@ucntc.org) no later than **Friday, March 28, 2025.**
- If registered but unable to attend, please notify Mark Taylor, UAW, at (586) 427-6830 or [mtaylor@uaw.net](mailto:mtaylor@uaw.net) or Scott Campbell, Stellantis, at (586) 427-4075 or [scott.campbell@stellantis.com](mailto: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. 1105 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 rail or flight arrangements but should not select a hotel option. Participants utilizing rail services must choose business class 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. Questions concerning travel planning can be addressed to Colleen McBrady, Stellantis, email [colleen.mcbrady@external.stellantis.com](mailto:colleen.mcbrady@external.stellantis.com) or call 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 or rail reservations must be completed no later than **April 4, 2025**. Additional charges incurred for late reservations will be charged back to your location.
- 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> |
|----------------------------|--------------------------|-----------------|
| Sunday, May 11             | Travel Day               | \$ 92           |
| Monday, May 12             | Breakfast, Lunch, Dinner | \$ 0            |
| Tuesday, May 13            | Breakfast, Lunch         | \$ 40           |
| Wednesday, May 14          | Breakfast, Lunch         | \$ 40           |
| Thursday, May 15           | Breakfast, Lunch         | \$ 40           |
| Friday, May 16             | Travel Day               | \$ 48           |
| <b>Total Reimbursement</b> |                          | <b>\$260</b>    |

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](mailto:mtaylor@uaw.net) or Scott Campbell, Stellantis, at (586) 427-4075 or [scott.campbell@stellantis.com](mailto: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

MTSC/sl: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: K. Gotinsky  
S. Stahl  
G. Stoej  
M. Taylor  
L. Lee  
Stellantis Department Staff  
Regional Directors  
Regional Assistant Directors  
Regional Servicing Reps  
C. Fields  
H. Hall  
S. Simonson-Rogowski  
C. Pearson  
S. Campbell  
C. McBrady  
Vice Presidents, Directors & General Mgrs.  
Group HR/ER Executives  
HR Business Partners  
HR Managers  
Plant Controllers





**UAW-Chrysler National Training Center**  
**2025 Annual Health, Safety, and Ergonomic Conference**  
**May 11-16, 2025**  
**REGISTRATION FORM**

EVENT I.D. #: 1105

**Beginning May 7, 2025, you will need a state-issued Real ID-compliant license or identification card, or another acceptable form of ID (such as a passport), to fly within the United States. Please visit [www.dhs.gov/real-id](http://www.dhs.gov/real-id) for a list of acceptable forms of ID and additional information regarding REAL ID.**

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: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ CID # \_\_\_\_\_ Local Union No.: \_\_\_\_\_  
Plant/PDC Name: \_\_\_\_\_ Zip \_\_\_\_\_ 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: **5/11/25**  
(Check-in at 3 p.m.)

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

Method of Transportation to the Conference: ☐ Air ☐ Car ☐ Amtrak

Check-out date from the Hotel: **5/16/25**  
(Check-out 11 a.m.)

Check-out date from the Hotel \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Please check all that apply:**  
1 Bed ☐ 2 Bed ☐

**Emergency Contact:**

Name: \_\_\_\_\_

Number: \_\_\_\_\_

**DEADLINE:** Completed forms must be received no later than: **March 28, 2025.**

**Dietary Restrictions:** \_\_\_\_\_

**Signatures:**

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Participant

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Local Union President

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Plant/PDC Manager

Email all completed forms to:

[eventservices@uentc.org](mailto:eventservices@uentc.org) and cc: [slowther@uentc.org](mailto:slowther@uentc.org)

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

**CONFERENCE QUESTIONS:** please direct any conference questions to Mark Taylor, UAW, at (586) 427-6830, or Scott Campbell, Stellantis, at (586) 427-4075

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**NTC APPROVAL**

**UAW - Chrysler National Training Center (NTC) CONFERENCE/SEMINAR/MEETING  
REIMBURSEMENT GUIDELINES  
For Event I.D. 1105**

**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 on 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**

- Seventy cents (\$0.70).
- 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 for Event I.D. 1105**

Maximum allowance for meals:

|              |                |
|--------------|----------------|
| Breakfast    | \$24.00        |
| Lunch        | \$28.00        |
| Dinner       | <u>\$40.00</u> |
| <b>Total</b> | <b>\$92.00</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.