



JOINT PROGRAMS CENTER

UAW FCA VOLUNTARY EMPLOYEES BENEFICIARY ASSOCIATION TRUST FUND

EVENT ID: 1115

August 27, 2025

TO: UAW Employee Assistance Program Representatives
Stellantis Employee Assistance Program Representatives

FROM: Patrick Byers, Tom Rolands
Executive Directors

SUBJECT: UAW-FCA JPC Employee Assistance Program
Certification Training October 13 through October 17, 2025

The UAW-FCA Joint Programs Center (JPC) is presenting an Employee Assistance Program (EAP) Certification Training the week of October 13 through October 17, 2025. The training will be held at the UAW-FCA Joint Programs Center, 2500 E. 9 Mile Road, Warren, Michigan, 48091.

Out-of-town participants should plan to arrive on Sunday, October 12, 2025, and depart after 4:00 p.m. on Friday, October 17, 2025, or Saturday October 18, 2025. Registration/Sign-in and breakfast for all participants will be held daily starting October 13 from 7 a.m. to 8 a.m. at the Joint Programs Center. Training sessions will be offered Monday, October 13, 2025, through Friday, October 17, 2025. The JPC EAP team will host a dinner on Tuesday evening, 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@usjpc.org, greid@uaw.net, jscott@uaw.net, and kris.phillips@stellantis.com no later than Thursday, September 11, 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 at (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 ID 1115 when making arrangements. Your hotel room will be reserved, per your registration form, and will be billed directly to the JPC. Questions relating to JPC conference travel can be addressed to Loreese Lee, UAW – llee@usjpc.org or (313) 779-3742.

Management participants are responsible for making both travel requests and travel arrangements through Concur and American Express Global Business Travel. Important information and directions can be found on *the hub* under **Services**, then select **Business Travel Services**. Scroll down and review the **Business Travel Menu** for additional details. Click on **Pre-Trip Travel Instructions** then **Concur Travel System** for guidelines and important information pertaining to travel, including links to the Business Travel Policy and contact information for Concur, Business Travel and American Express. **Please do not select a hotel option.** Once your travel arrangements are made 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 JPC. Questions relating to JPC conference travel can be addressed to Colleen McBrady, Stellantis – colleen.mcbrady@external.stellantis.com or (248) 421-3455.

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 **September 22, 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, October 17 or Saturday, October 18, 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 JPC. 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-FCA Joint Programs Center. Please see below for eligible per diem.*

CONFERENCE DATE	MEALS	PER DIEM
Sunday, October 12	Travel Day	\$64.00
Monday, October 13	Breakfast/Lunch	\$32.00
Tuesday, October 14	Breakfast/Lunch/Dinner	\$0.00
Wednesday, October 15	Breakfast/Lunch	\$32.00
Thursday, October 16	Breakfast/Lunch	\$32.00
Friday, October 17	Breakfast/Lunch	\$32.00
Saturday, October 18	Travel Day*	<u>\$48.00</u>
Total Reimbursement		\$240.00

**For participants departing on Saturday only*

Questions concerning this program may be directed to Gary Reid, UAW, at (586) 427-6724, or Jessica Scott, UAW, at (586) 427-4091.



Patrick Byers
Executive Director



Tom Rolands
Executive Director

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.

cc:	K. Gotinsky	C. Fields
	S. Stahl	H. Hall
	M. Godlewski	C. McBrady
	F. Grace	S. Simonson-Rogowski
	L. Jamison Sr.	K. Phillips
	G. Stoev	Vice Presidents, Directors & General Mgrs.
	T. Shkrela	Group HR/ER Executives
	L. Lee	LWCPC Co-Chairs
	Stellantis Dept. Staff	Plant Human Resources Managers
	Regional Directors	Plant Controllers
	Regional Assistant Directors	
	LWCPC Co-Chairs	



UAW-FCA Joint Programs Center
EAP Certification Training
October 13-17 2025
REGISTRATION FORM

EVENT ID 1115



Check box if unable to attend.

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

Home Address: _____ CID# _____ Local Union # _____ Shift: _____
City State Zip

Location Name: _____ Location Number: _____ Job Title: _____

Email Address: _____ Check One: ☐ Union ☐ Management ☐ JPC Staff ☐ Vendor/Guest

Check-In Date to the Hotel 10/13/25

(Check-in at 4 p.m.)

Check-out date from the Hotel 10/17/25 (Ohio)

(Check-out 11 a.m.) 10/18/25 (Out of Town)

Please check all that apply:

1 Bed ☐

2 Beds ☐

Check-in date to the Hotel ____/____/____

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

(Your responsibility if different from above)

EMERGENCY CONTACT NAME _____

EMERGENCY CONTACT NUMBER () _____

Method of Transportation to the Conference



Air



Car

Dietary Restrictions: _____

Signatures:

Participant

Date: ____/____/____

Local Union President

Date: ____/____/____

Plant/PDC Manager

Date: ____/____/____

Submit Your Forms: eventservices@usjpc.org

[UAW: Click here to submit and attach your form.](#)

[Management: Click here to submit and attach your form.](#)

TRAVEL QUESTIONS: Please direct any travel questions to:

Loreese Lee, UAW, at (313) 779-3742

Colleen McBrady, Stellantis, at (248) 421-3455

____ IPO ____ CON

JPC APPROVAL

UAW - FCA Joint Programs Center (JPC) 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-FCA Joint Programs 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 JPC 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 Joint Programs 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 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 Joint Programs 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 Joint Programs Center will reimburse the plant for both union and management representatives based on the meal allowances for meals not provided by the JPC.

EXPENSE REPORT

Union Representatives- must submit JPC expense report form and supporting receipts signed by supervisor to the Joint Programs 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 JPC and not charged to your location.

Reimbursement questions can be sent via email to expensereports@usjpc.org. Please include your name, location, Local Union# (if applicable), phone number and Event ID.

Completed expense reports along with relevant receipts can be emailed to: expensereports@ucntc.org

Conference Matters

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