



2500 E. NINE MILE, WARREN, MICHIGAN 48091

May 12, 2023

TO: Local Joint Health and Safety Committee
EHS Division and Plant Leads

FROM: John Weyer, Tom Rolands
Co-Leads

SUBJECT: UAW-Chrysler Health and Safety:

- OSHA 30-Hour General Industry Training Program
- **Fall Protection Equipment Certification Training Program**

The UAW-Chrysler National Training Center (NTC) is pleased to offer an OSHA-30 Hour General Industry Health and Safety Training Program and a 4-Hour Fall Protection Equipment Certification Training Program.

OSHA-30 Hour General Industry Health and Safety Training Program

This training session will be offered the week of June 12-16, 2023, at the NTC at 2500 E. Nine Mile, Warren, MI 48091. Please be advised that class size will be limited to thirty (30) participants, however, additional OSHA-30-hour training programs will be offered periodically in accordance with National Joint Committee guidance. Any out-of-town LJHSC participants attending the OSHA-30 Hour training requiring hotel accommodations will be required to attend the 4-hour Fall Protection Equipment Certification training on Friday, June 16th 2023, immediately upon completion of OSHA-30 Hour training.

Fall Protection Equipment Certification Training Program

Four 4-Hour training sessions will be offered at the NTC at 2500 E. Nine Mile, Warren on June 20th, and June 21st, for all LJHSC members in the Metro Detroit area facilities and U.S. PDCs, who are not scheduled to attend the OSHA-30-hour training listed above.

For Indiana LJHSC's, two (2) supplemental sessions will be offered at the Indiana Training Center, located at 5880 St Rd 28, Tipton, on June 23rd.

REGISTRATION

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

- All participants must complete a registration form.
- Registration and breakfast for all participants will be held daily, from 7:00 a.m. to 8:00 a.m. at the UAW-Chrysler NTC.
- The attached registration form must be filled out completely and signed by the participant, Local Union President, and Plant Manager.
- Forms must have all required signatures and must be emailed to: eventservices@ucntc.org and [cc: bc Coleman@ucntc.org](mailto:cc:bc Coleman@ucntc.org) **no later than May 25, 2023.**
- If registered but unable to attend, please notify Mark Taylor, UAW, at (586) 427-6830 or Scott Campbell, Stellantis, at (586) 427-4075 as soon as possible.

TRAVEL ARRANGEMENTS

- Out-of-town Participants should plan to arrive on Sunday, June 11, 2023, and depart on Saturday, June 17, 2023.
- All UAW participants are responsible for making their own travel arrangements through TSI USA by calling (888) 244-2380.
- UAW Participants should identify themselves as Stellantis employees and use the conference Event I.D. 1087 when making travel arrangements.
- Management Participants are responsible for making travel arrangements in accordance with Stellantis Travel Policy. Please use Concur system to make flight arrangements and 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. NTC will reserve your hotel room per your registration form. 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.
- Hotel accommodations for UAW and Management out-of-town participants are at the Troy Marriott, 200 West Big Beaver, Troy MI. Your hotel room and tax will be billed directly to the NTC.
- For participants traveling by airplane, a daily shuttle service will be provided between the Troy Marriott Hotel and the UAW-Chrysler NTC. Transportation will be provided to the airport on Saturday. Reasonable transportation fees between the airport and hotel will be covered, please refer to NTC Reimbursement Guidelines.
- Airline reservations must be completed no later than **May 30, 2023**. Additional charges incurred for late reservations may be charged back to your location.
- Charges resulting from failure to cancel unused rooms may be billed back to the participant’s location.

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, not to exceed 40 hours per week, as aligned with the plant work schedule. Union representatives are to remain on the plant roll while attending the conference. *Meals will be provided at the UAW-Chrysler NTC*


OSHA-30 Hour General Industry Training Program Reimbursement & Fall Protection Equipment Certification- (Participants requiring hotel accommodations)

<u>Training Date</u>	<u>Meals</u>	<u>Per Diem</u>
Sunday, June 11	Travel Day	\$ 64
Monday, June 12	Breakfast, Lunch	\$ 32
Tuesday, June 13	Breakfast, Lunch	\$ 32
Wednesday, June 14	Breakfast, Lunch	\$ 32
Thursday, June 15	Breakfast, Lunch	\$ 32
Friday, June 16	Breakfast, Lunch	\$ 32
Saturday, June 17	Travel Day	\$ 30
Total Reimbursement		\$ 254

Fall Protection Equipment Certification Training Reimbursement

<u>Training Date</u>	<u>Meals</u>	<u>Per Diem</u>
Travel Day	Arrival	\$ 64
June 20 or June 21	Breakfast, Lunch	\$ 32
Travel Day	Depart	\$ 30
Total Reimbursement		\$126

Questions concerning this program can be addressed to Mark Taylor, UAW, at (586) 427-6830 or Scott Campbell, Stellantis, at (586) 427-4075.



John Weyer
Co-Leads
JWTR/bc:opeiu512



Tom Rolands
Co-Leads

Attachment

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
J. Ferro
H. Hawkins, Jr.
L. Lee
M. Taylor
Stellantis Department Staff
Regional Directors
Regional Assistant Directors
Regional Servicing Reps
LWCPC Co-Chairs

S. Campbell
C. Fields
T. Forman
S. Goeglien
H. Hall
C. McBrady
C. Pearson
S. Perrott
G. Stricker
Vice Presidents, Directors & General Mgrs.
Group HR/ER Executives
Plant Human Resources 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 air fare based on a 30-day advance ticket purchase).

Union Representatives

- Sixty five point five cents (\$0.655) 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 **\$30.00**.
- 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 2/08/23



UAW-Chrysler National Training Center
OSHA 30-Hour General Industry Health and Safety Training Program
Fall Protection Equipment Certification Training
June 12-16, & June 20, 21, & 23, 2023
REGISTRATION FORM

EVENT I.D. #: 1087

PLEASE COMPLETE ENTIRE FORM – TYPE OR PRINT CLEARLY (INCOMPLETE FORMS WILL NOT BE PROCESSED)

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

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

Plant Location: _____ Job Title: _____ Shift: _____

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

PARTICIPANTS, PLEASE WAIT THREE (3) DAYS AFTER SUBMISSION OF REGISTRATION FORM BEFORE CALLING TSI AT: 1-800-244-2380

Check-in date to the Hotel: / /23 Check-out date from the Hotel: / /23 Emergency Contact Name & Number:
 (Check-in at 3 p.m.) (Check-out 11 a.m.)

Name: _____

Method of Transportation to the Conference: Car Air Requiring Shuttle Number: _____

(For flying participants only)

Attending: OSHA-30 OSHA-30+ **Fall Protection** **Fall Protection**

Please select one (1) 4-hour Fall Protection training session below, unless you are already attending the OSHA-30 training. (Indiana Only)

	Tuesday, June 20	Wednesday, June 21	Friday, June 23
7 a.m. to 11 a.m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 p.m. to 4 p.m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signatures:

Participant

Date: ___/___/___

Local Union President

Date: ___/___/___

Plant/Parts Depot Manager

Date: ___/___/___

E-MAIL all completed forms to:

eventservices@ucntc.org and cc:bcoleman@ucntc.org

Questions: Please direct any travel questions to Loreese Lee, UAW, at (586) 427-6855 or Colleen McBrady, Stellantis, at (248) 421-3455

TRAINING QUESTIONS: Please direct questions to Mark Taylor, UAW, (586) 427-6830 or Scott Campbell, Stellantis, (586) 427-4075, at the UAW-Stellantis NTC.

Submission Deadline: May 25, 2023

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NTC APPROVAL