



February 20, 2024

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 April 9 through April 12, 2024

The UAW-Chrysler National Training Center (NTC) is presenting an Alternate Employee Assistance Program (EAP) Certification Training the week of April 9 through April 12, 2024. 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 Monday, April 8, 2024 and depart on Friday, April 12, 2024, or Saturday, April 13, 2024. Registration/Sign-in and breakfast for all participants will be held daily starting Tuesday, April 9, 2024, from 7 a.m. to 8 a.m. at the NTC. The NTC EAP team will host a dinner on Tuesday evening, from 4 p.m. to 6 p.m. Training sessions will be offered Tuesday, April 9 through Friday, April 12, 2024.

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: jscott@uaw.net, frippie@uaw.net, and lwillenbacher@ucntc.org no later than **Monday, March 4, 2024.**
- If registered but unable to attend, please notify Frenchie Rippie-Stotts, UAW, at (586) 427-6736, or Jessica Scott, UAW, at (586) 427-4091, 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) working days** after successful submission of registration forms. Participants should identify themselves as Stellantis employees and use the conference Event I.D. #1092 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 **Friday, March 8, 2024**. 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 their exact hotel check-out date; Friday, April 12, 2024 or Saturday, April 13, 2024.
- 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.*

CONFERENCE DATE	MEALS	PER DIEM
Monday, April 8	Travel Day	\$49
Tuesday, April 9	Breakfast/Lunch/Dinner	\$0
Wednesday, April 10	Breakfast/Lunch	\$32
Thursday, April 11	Breakfast/Lunch	\$32
Friday, April 12	Breakfast/Lunch	\$32
Saturday, April 13	Travel Day	<u>\$30</u>
Total Reimbursement		\$175

Questions concerning this program may be directed to Frenchie Rippie-Stotts, UAW, at (586) 427-6736, or Jessica Scott, at (586) 427-4091.


John Weyer
Co-Lead


Tom Rolands
Co-Lead

FGKP/lh:opeiu512

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: R. Boyer
J. Ferro
M. Godlewski
F. Grace
H. Hawkins, Jr.
L. Lee
Stellantis Dept. Staff
Regional Directors
Regional Assistant Directors
Regional Servicing Reps.

C. Fields
H. Hall
C. McBrady
L. Otis
K. Phillips
R. Richie
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 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 **\$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 1/22/24



UAW-Chrysler National Training Center
Alternate EAP Certification Training
April 9-12, 2024
REGISTRATION FORM

EVENT I.D. #: 1092

☐ 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.

PARTICIPANTS OUTSIDE OF THE DETROIT
AND TOLEDO LABOR MARKET AREAS MUST
INDICATE EXACT HOTEL CHECK-OUT DATE.

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 4/8/24
(Check-in at 3 p.m.)

Please select check-out date from the Hotel 4/12/24 ☐
(Check-out 11 a.m.) 4/13/24 ☐

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

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

Method of Transportation to the Conference:

☐ Air

☐ Car

☐

Require daily shuttle between hotel and NTC
(For Participants Who Fly to Conference)

DEADLINE: Completed forms must be received no later than: **MONDAY, MARCH 4, 2024.**

NTC Use Only: Received Late ☐ Incomplete ☐ Illegible ☐ NTC ☐ TSI ☐ _____
Comments _____

Signatures:

Participant

Date: ____/____/____

Local Union President

Date: ____/____/____

Plant/PDC Manager

Date: ____/____/____

Email all completed forms to:

eventservices@ucntc.org and cc: frippie@uaw.net,
jscott@uaw.net, and llwillenbacher@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.

TRAINING QUESTIONS: please direct any training
questions to Frenchie Rippie-Stotts, UAW, at (586)
427-6736, or Jessica Scott, UAW, at (586) 427-4091.

____ IPO ____ CON

NTC APPROVAL