



September 15, 2022

To: Facility UAW Ergonomic Analysts
Local Joint Health and Safety Committee

From: Shawn Fain, Thomas Rolands
Co-Leads

Subject: **Specialized Ergonomics Training – New Ergonomic Assessment Tool**

The UAW-Chrysler National Training Center (NTC) is presenting a two-day Ergonomic Assessment Tool training session starting on Wednesday, October 19 and ending on Thursday, October 20th. This specialized training session is mandatory for the **Ergonomic Analysts only** at this time. An additional Ergonomic Assessment Tool training overview will be offered to other Health and Safety staff at a later date. This training will be held at the:

**National Training Center
2500 East Nine Mile Road
Warren, Michigan 48091**

Ergonomic Analysts travelling from out-of-state should plan to arrive on Tuesday, October 18, and depart Friday, October 21, 2022. Hotel check-in time is 3:00 p.m. and check-out time is 12:00 p.m. Registration for all participants will be Wednesday, October 19, from 7:00 a.m. to 8:00 a.m. Training will begin on Wednesday, October 19, at 8:00 a.m. and conclude Thursday, October 20, at 4:30 p.m. Breakfast will be provided daily between 7:00 a.m. to 8:00 a.m., and lunch 11:30 a.m. to 12:00 noon. UAW Ergonomic Analysts are required to bring the following items to this training:

- The Company issued laptop computer assigned to the UAW Ergonomic Analyst.
- The Company issued digital camera assigned to the LJHSC and/or the Company issued iPad assigned to the facility EHS Department.

Note: As a pre-requisite, all Ergonomic Analysts must complete the six (6) VelocityEHS on-line ergonomic training modules **prior** to attending the two-day formal training at the NTC. (A separate email with a link and personalized log-in instructions will be sent to each Ergonomic Analyst following this communication). Participants should plan to allocate four (4) hours of their normal work schedule to complete the mandatory web-based training.

A block of rooms for out-of-town guests is being held at the Troy Marriott, 220 West Big Beaver, Troy MI. Transportation between the Hotel and NTC will be provided Wednesday and Thursday.

REGISTRATION

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

- **All Ergonomic Analysts/participants must complete the attached registration form.**
- The registration form must be signed by the delegate, Local Union President and Plant Manager.
- All delegates must include their email address on the registration form. Your contact information is necessary in the event we are required to provide additional information, updates, or changes relating to this training.
- UAW participants must email completed registration forms to mtaylor@uaw.net. If unable to attend the training, UAW Ergonomic Analysts must mark the box “*Check here if not attending*” on the registration form.
- All management registration forms must be emailed to stephen.perrott@stellantis.com.
- **All registration forms must be received no later than Wednesday, September 21, 2022.**

TRAVEL ARRANGEMENTS

UAW delegates are responsible for making their own travel arrangements through TSI/USA by calling (888) 244-2380. Belvidere, Detroit, Kokomo, and Toledo Labor Market delegates should plan to drive. Please contact TSI/USA after submitting the registration form. Delegates should identify themselves as Stellantis employees and use Event ID number 1082 when making arrangements.

Management delegates are responsible for making travel arrangements in accordance with Stellantis Travel Policy. Please use the 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 (586) 427-4023. 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 DELEGATES

- Any charges resulting from cancelled rooms or flights may be billed back to the delegate’s location.
- Airline reservations must be completed no later than **Friday, September 30, 2022**. Additional charges incurred for late reservations will be charged back to your location.
- All applicable Company COVID-19 protocols and daily questionnaire will be in effect at the Training Center.

Questions pertaining to this Training may be directed to Mark Taylor, UAW, at (586) 427-6830 or mtaylor@uaw.net, or Steve Perrott, Stellantis, at (586) 427-6831 or stephen.perrott@stellantis.com.

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 training.

TRAINING DATE	MEALS PROVIDED	PER DIEM
Tuesday, October 18	Travel Day	\$46
Wednesday, October 19	Breakfast/Lunch	\$23
Thursday, October 20	Breakfast/Lunch	\$23
Friday, October 21	Travel Day	\$20
Total Reimbursement		\$112

Reimbursement questions may be directed to the NTC accounting department at (586) 427-4085.


 Shawn Fain
 Co-Lead


 Tom Rolands
 Co-Lead

SFTR/bc:opeui512
 Attachments

- cc:
- T. Davis
 - C. Estrada
 - S. Fain
 - H. Hawkins, Jr.
 - W. King
 - G. Stoey
 - M. Taylor
 - UAW-Stellantis Dept. Staff
 - Regional Directors
 - Regional Assistant Directors
 - Regional Servicing Reps.
 - Local UAW Presidents

- C. Fields
- H. Hall
- L. Otis
- S. Perrott
- R. Richie
- Vice Presidents, Directors & General Managers
- EHS Leads
- Group HR/ER Executives
- HR Business Partners
- HR Managers
- Plant Controllers
- Plant Managers



**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

- Fifty eight point five cents (\$0.585) 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	\$11.00
Lunch	12.00
Dinner	<u>23.00</u>
Total	\$ 46.00

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 **\$20.00**.
- 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 3/14/22

UAW-Stellantis Ergonomics Training, Warren, Michigan
REGISTRATION FORM
October 19-20, 2022

EVENT I.D. #: 1082

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



Check box if unable to attend.

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

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

Location Name: _____ Job Title: _____

Shift: _____ Email Address: _____ Check one: Union Management NTC Staff

Check-in date: _____ @ 3 p.m. Check-out date: _____ @ 12 p.m.

Please check all that apply: 1 Bed 2 Beds Method of transportation to the training: Airplane *Car

** If eligible to fly and have chosen to drive, please complete and submit the attached variance form for approval.*

Please indicate if you require special accommodations or have food allergies/diet restrictions. _____

Signatures:

Participant

Date: ___/___/___

Local Union President

Date: ___/___/___

Plant/Parts Depot Manager

Date: ___/___/___

E-MAIL all completed forms to:
UAW delegates - mtaylor@uaw.net
Management delegates - stephen.perrott@stellantis.com

QUESTIONS: Please direct any travel questions to:
Troy Davis, UAW, at (586) 427-4045
Colleen McBrady, Stellantis, at (586) 427-4023

___ IPO ___ CON
NTC APPROVAL

NOTE: NO SHOWS MAY RESULT IN CHARGEBACK TO THE LOCATION. SUBMISSION DEADLINE: SEPTEMBER 21, 2022