



UAW-GM Center for Human Resources

200 Walker Street • Detroit, MI 48207

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DATE: June 23, 2017

TO: All UAW General Motors and GMCH Local Union Presidents, Chairpersons, Vice Presidents, Recording Secretaries, Financial Secretaries, Health and Safety Representatives and Joint Skilled Trades Safety Team Co-Chairs

General Motors and GMCH Plant Managers, Personnel Directors, US Safety Group Managers, Safety Supervisors, Health and Safety Representatives and Joint Skilled Trades Safety Team Co-Chairs of UAW-Represented Plants

RE: **HEALTH AND SAFETY TRAINING FOR UAW AND GM ALTERNATE HEALTH AND SAFETY REPRESENTATIVES AND JOINT SKILLED TRADES SAFETY TEAM CO-CHAIRS**

Greetings:

We are pleased to announce that UAW-GM Health and Safety training will be conducted during the week of August 20, 2017. The conference will be held at:

**The Walter and May Reuther
UAW Family Education Center (Black Lake)
2000 Maxon Road
Onaway, MI 49765
Telephone: (989) 733-8521
Fax: (989) 733-2865**

This training is mandatory for Internationally Appointed Alternate UAW Health and Safety Representatives, Alternate GM Safety personnel and Joint Skilled Trades Safety Team Co-Chairs. Only these people are invited to attend this training. No substitutions are permitted.

REGISTRATION

All participants must register online, with the assistance of their Joint Training Representative (JTR), through the UAW-GM JAS online course registration system. Once your online registration has been processed, you will be allowed to make travel arrangements through Travel Solutions International (TSI). (See attached travel chart). Rooms will be reserved and assigned as requests are received. Any participants with Americans with Disabilities Act (ADA) requirements should notify the UAW-GM Center for Human Resources for accommodations. Please note that in the event that we reach full capacity, there may be a limited number of participants who might need to share suites in the 400 section (2 bedrooms, 1 bath). Please plan on registering early.



All attendees should make their travel arrangements as follows:

Travel days are:

Arrive on Sunday, August 20, 2017, and depart on Friday, August 25, 2017.

All flight arrangements must be made by Friday, August 4, 2017, via the link below:

Travel Solutions International (TSI)

http://www.tsiusa.com/cts_clienttools/blacklakehealth.asp

Attendees must arrive at Black Lake on Sunday, August 20 between 3:00 p.m. - 5:00 p.m. in order to pick up your packet at the front desk. Training will begin promptly at 9:00 a.m. on Monday, August 21. Tuesday, August 22 – Thursday, August 24, training will begin at 8:00 a.m. and end at 5:00 p.m. Attendees should arrange their travel schedule so they are in attendance for the entire training session unless otherwise noted.

TSI has been instructed to search out the least expensive carrier for those attendees making airline reservations to attend the August 2017 UAW-GM Health and Safety Training in Onaway, Michigan. The TSI associate will review the fares of all carriers servicing the departing airport and will offer you the lowest fare available for your trip.

There are flight restrictions in effect for this training. Attached is the travel restriction list for each plant location.

Once you have made your reservation, changes will not be permitted. Failure to follow these guidelines will result in the attendee or the plant being responsible for the additional costs.

DRIVING TO TRAINING

Attendees whose home plant requires them to drive based on the attached travel chart will be reimbursed mileage according to the meeting guidelines. Only the actual driver will be reimbursed for mileage regardless of the number of passengers in the vehicle. Only union made vehicles will be allowed on Black Lake property (vehicle identification numbers beginning with 1, 2, 4 or 5). All other vehicles must park in the lot located adjacent to the main gate. An overnight stay en-route is not a reimbursable expense. Any exceptions must be approved in advance.

This letter serves as prior approval for reimbursement of specific costs associated with this training for Local Joint Funds. However, current "Funding Guidelines" must be followed. A completed Attachment D1 form for all appropriate Joint Fund expenditures and a copy of this letter must be kept on file for auditing purposes. **Do not send an Attachment D1 form to the CHR Funding Department, however a copy of this call letter must be included with the expense form for reimbursement.**

Please review the enclosed guidelines. They describe how airline and room reservations are to be handled and how appropriate expenditures will be reimbursed.

If you have any questions concerning this training or the expense guidelines, please contact Brian Fredline, UAW Coordinator, or Kim Dilworth, GM Coordinator at (313) 324-5132.



Rick O'Donnell
Assistant Director
UAW General Motors Department



Ken Glass
GM Assistant Director
Occupational Health and Safety

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2017 August H&S Training Black Lake/Call Letter.doc

Enclosures

cc: Officers
Regional Directors
Regional Representatives
GM Department Staff
Georgi-Ann Bargamian
Patti Bieber
Cindy Estrada
Brian Fredline
Mike Grimes
Bill King

Manufacturing Managers
Divisional Labor Relations Directors
CCA Regional Directors
Bradley Barber
Catherine Clegg
Kim Dilworth
Kent Eaton
Carol Parr
Scott Sandefur
Mike Trevorrow