

**OFFICIAL CALL TO THE**

**2020 UAW LEADERSHIP ESSENTIALS INSTITUTE**

**OCTOBER 11-16, 2020**

**The Walter and May Reuther UAW Family Education Center**

**Onaway, Michigan**

The UAW Education Department will hold its Leadership Essentials Institute on October 11-16, 2020. The institute will be held at The Walter and May Reuther UAW Family Education Center in Onaway, Michigan.

**Institute Agenda**

The institute agenda is as follows:

**Sunday, October 11 (Arrival)**

3 p.m. to 5 p.m. – Registration

5 p.m. – Institute opens

**Monday – Thursday**

8:45 a.m. to 4 p.m. – Training and workshops

**Friday, October 16 (Departure)**

8:30 a.m. to 9 a.m. – Certificate presentation

9 a.m. – Institute adjourns

This institute is for current and aspiring local union elected leaders hoping to build a stronger UAW for today and tomorrow. Delegates will participate in workshops on the responsibilities of officers, grievance handling, running union meetings, leading with vision, the Duty of Fair Representation, UAW Ethical Practices, and Article 33 of the UAW Constitution.

**Eligibility to Attend**

This institute is open to UAW members in good standing who currently hold a leadership position at their local and/or aspire to be leaders.

 **Registration**

Local unions must complete the enclosed institute registration form and return it to their regional office with a check or money order in the amount of $75, made payable to UBE, Inc. This registration fee covers the cost of lodging (based on double occupancy), meals and materials and is nonrefundable. Local unions must submit their registrations to the regions by September 17. Regions must submit all forms and fees to Jeanine Ruth of the Walter and May Reuther UAW Family Education Center **no later than October 5, 2020. Registration forms received without the institute registration fees cannot be processed after October 5, 2020.**

**Lost-Time Subsidies**

The International Union will provide up to $350 in lost-time subsidies for **up to five delegates** from each region who are selected by the regional director to receive a subsidy. The local unions will be required to send the $75 registration fee per delegate. Subsidized delegates must bring a completed copy of their lost-time voucher with them to Black Lake. Refunds will not be issued to local unions who submit forms 30 days beyond their session end date. Reimbursements will be made 4-6 weeks following close of the session.

**Transportation**

All delegates are expected to arrive at the Family Education Center by 3 p.m. on Sunday, October 11 (except for those arriving by bus; see below) and remain until the institute concludes at 9 a.m. on Friday, October 16. Arrivals and departures should be arranged accordingly. Local unions are responsible for all transportation costs for delegates who live less than 500 miles from the Family Education Center. For those who live more than 500 miles (one-way) from the Center, the following options are available:

 Passenger Vehicle**:**After 1,000 miles (round-trip), all drivers will be reimbursed the IRS rate for each mile.   Mileage is not reimbursed for the first 1,000 miles of a round-trip (500 miles one-way).  On trips to and returning from the Center, delegates who drive are also entitled each way to one night's lodging for 500 miles or more; two nights' lodging for 1,000 miles or more.  Motel rates should not exceed $65 per night for single occupancy; $80 per night for double occupancy.  Delegates must save motel receipts and submit to Center for processing.  Upon completion of program, delegates will receive mileage and/or motel refunds.  Reimbursement is not provided for meals, highway tolls or other expenses incurred during the trip.

Delegates who elect to drive to the Family Education Center should be aware of the “multiple of three” rule. When a local sends more than one delegate to a session, delegates should travel in multiples of up to three per vehicle. Only one driver per local, per multiples of three, is reimbursed for mileage by the International Union.

The Walter and May Reuther UAW Family Education Center is located at 2000 Maxon Road, Onaway, MI 49765. Please review the attached “Delegate Briefing” memo for more information.

Air/Bus: For those traveling by air and bus, local unions must complete the online UBE Airline Reservations **by September 25**, by going to the following link: http://www.cvent.com/d/lhqr6g/1K?cpc=ZYNJ2FSXGPT

To assure maximum savings, delegates who fly to DTW will be **required** to arrive in Detroit on Saturday, October 10. The UAW International will provide overnight lodging in Detroit for October 10, **based on double occupancy at the Courtyard Detroit Metro Airport Romulus, 30653 Flynn Dr., Romulus, MI 48174**. Hotel shuttles will be arranged by the Family Education Center to meet delegates outside of the baggage claim when their flights arrive. At 9 a.m. (EDT) on Sunday, October 11, a charter bus will take delegates from the hotel to the Family Education Center. Estimated arrival is before 3:30 p.m. A one-hour lunch stop is planned during the bus trip. For the return trip on Friday, October 16, no flights should be made before 5 p.m. (EDT). The bus will leave the Family Education Center for the airport at 9:30 a.m. on Friday.

Due to stricter airline regulations, delegates who opt to fly must provide their legal name as it appears on a driver’s license or other government-issued identification recognized by the Transportation Security Administration. Failure to do so could result in up to a $150 charge to correct an airline ticket. That charge will not be reimbursed by the UAW.

When registering for flights, be prepared to pay for airfare with either credit card or local union check. No personal checks will be accepted. The travel agency will email the local union/delegate an itinerary that will need approval prior to ticketing.  If paying for airfare with a local union check, payment must be mailed within 24 hours after you are emailed by the travel agency. Send to UBE/Air, UAW Family Education Center, 2000 Maxon Road, Onaway, MI 49765. Checks must be accompanied with a copy of the invoice from the travel agency.

## Cancellations and Refunds

Registration fees are nonrefundable. Local unions should select alternates to replace delegates who cancel and notify their regional office. This institute is an investment in the future of your local union.

This official call includes information that should be shared with local unions.

 In solidarity,

 Rory L. Gamble

 President

 UAW International Union

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