

CONTRACT ENFORCEMENT BOOT CAMP

OFFICIAL CALL LETTER



September 7-12, 2025

WALTER AND MAY REUTHER UAW FAMILY EDUCATION CENTER

**LOCAL UNION
PROCESS**

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***STOP* DO NOT DISTRIBUTE!**
FOR LOCAL UNION USE ONLY

The following information is provided to assist local unions in processing applications for the Contract Enforcement Boot Camp Institute. These guidelines should prevent misunderstandings regarding delegate selection and local union financial obligations.

The Contract Enforcement Boot Camp Institute is suited for newly elected and seasoned grievance handlers. This institute will offer intense training for local union grievance handlers, emphasizing an organizing approach to contract enforcement. Delegates will develop the basic technical skills needed to be effective union representatives while also working through more complex challenges facing stewards in a modern workplace.

ELIGIBILITY

The institute is open to UAW members in good standing who are currently elected grievance handlers, alternates or who are aspiring to be a grievance handler.

Delegate eligibility is limited to active members of your local union, including members on layoff or strike. Members on sick leave, retired members, and spouses who are not members of your local union are not eligible to attend.

❖ *The payment of lost time is the sole responsibility of the local union.*

TRAINING AND WORKSHOPS

All delegates will attend an assigned core curriculum and have the option of three elective workshops at the institute. When registering for the institute, delegates must choose their three elective workshops and two alternatives.

Each elective workshop session has limited seats, and availability is based on the order of the registration date. Registering for an elective does not guarantee placement and workshop availability may change prior to the institute due to unforeseen circumstances. Delegates will be given confirmation of their assigned schedules upon arrival at the institute. Elective workshop offerings and their descriptions are listed below.

Effective Notetaking

This workshop provides a comprehensive introduction to the practice of notetaking. Its goals include highlighting the importance of notetaking, showcasing effective formatting examples, and illustrating how it shapes the processes that drive progress within our union. The workshop focuses on the value of taking notes, examines popular notetaking methods, and explores how notetaking impacts various union responsibilities.

Appeals & Legal Departments

Co-led by our UAW Appeals and UAW Legal departments, this workshop will provide an overview of the grievance appeals process, as outlined in our UAW Constitution, and the local union grievance handler's roles and responsibilities in the process. We will also discuss recent changes to labor laws that may affect grievance handlers and other legal matters. In this session, participants will also be able to ask additional legal questions they may have about the Duty of Fair Representation and Weingarten Rights.

Arbitration Department

This workshop was developed to provide grievance handlers with an overview of the arbitration process. We will discuss what grievance handlers should and should not do when handling a grievance to be successful in arbitration, and how every step of the grievance process should be handled with arbitration in mind. We will also discuss changes to arbitration processes due to recent legal developments.

Civil & Human Rights Department: Diversity, Equity, & Inclusion

This workshop will cover anti-discrimination/harassment policies and law related to Title VII of the Civil Rights Act of 1964, what constitutes discrimination/harassment, and how to have an inclusive, diverse work environment that creates and promotes fairness and justice for all.

Civil & Human Rights Department: Workplace Discrimination & Harassment AND Understanding LGBTQ+

This workshop addresses harassment and discrimination issues that grievance handlers handle in our worksites and our union. First, we will provide a broad understanding and description of workplace discrimination and harassment, an overview of the various types of unlawful harassment behaviors, what is not harassment and/or discrimination, and who is liable when these actions occur at the workplace. Second, we will provide an overview of the challenges faced by lesbian, gay, bisexual, transgender, and queer people in the workplace and in our union. This training includes discussion about our differences, stereotypes, and values, distinguishing LGBTQ+ people as an effective means of communicating such differences to non-LGBTQ+ people.

Ending Sexual Harassment in the Workplace for Grievance Handlers

This workshop explores the UAW's position on sexual harassment, helps members understand what constitutes harassment, and identifies how sexual harassment undermines our solidarity and union power. Participants will learn how to identify and address sexual harassment using UAW protocol and bystander intervention. This full-day workshop is designed specifically for grievance handlers and their role in addressing sexual harassment issues in the workplace.

NOTE: This workshop will be offered as a full-day session on Thursday. Selecting this workshop will fulfill two of the delegate's three elective options.

Health & Safety Department: H&S Contract Language for Grievance Handlers

In this workshop, participants will learn how to effectively monitor and enforce their contract language for health and safety. This course will help grievance handlers develop techniques and skills to successfully incorporate health and safety language into their collective bargaining agreement. We will also explore the roles and responsibilities pertaining to the employer and the union. We will discuss the importance of developing language that includes union participation in health and safety programs, including auditing, investigation, and joint health and safety committees. We will also discuss bargaining over workplace changes and new technologies that may pose new hazards to our members.

Health & Safety Department: Health & Safety for Union Reps

This course is tailored to those members who possess critical roles within their safety program at their respective facilities. Content is geared toward safety committee members, safety champions, new safety representatives, and bargaining unit representatives/stewards. Objectives specific to the responsibilities of Safety Union Representatives will be highlighted and discussed. Methods and resources for gathering information regarding workplace safety opportunities are integral to the primary function of all safety representatives. To reinforce these aspects, the class will participate in simulation role-play activities.

Understanding Contracts

In this workshop, participants will learn the basic structure of our contracts, identify common articles, and delve into how to read and interpret contract language. Upon completion of this workshop, participants will have a greater sense of the power that comes with understanding their contracts and will be better prepared to enforce them.

REGISTRATION PROCESS

- ❖ Local unions must pay a **\$75** registration fee through LUIS by choosing the *Submit a Payment* option under the Conference menu.
- ❖ Payment must be submitted by the local union no later than the registration deadline. Without payment submission, delegate registration will not be approved.
- ❖ Funds will **NOT** be withdrawn from local unions until after the region approves the delegates, a process that will take place after online registration closes.
- ❖ Registration is open until **Monday, July 28, 2025**. Refundable cancellations are allowed until this date. After this deadline, registration fees are non-refundable. Only delegate swaps will be accepted thereafter.

Local unions must provide each delegate's **personal (non-work) email** when registering delegates for this institute. Regions will be given access to a list of their registered delegates through LUIS to approve,

a process that will occur after online registration closes. This is due to limited spaces allotted to each region.

The delegates will be notified via email that their registration is complete, but they are not confirmed as attendees to the institute until the region has completed the approval process. The local and approved delegates will receive an email confirmation with complete logistical details prior to the start of the institute. Delegates who are not approved will be notified that the institute's capacity is full, and they will remain on the waitlist in case space becomes available.

Local unions must register their delegates via the following link:

Website: <https://conference.uaw.org/contract.php>

Username: 2025CEBC (case sensitive)

Password: UAWCEBC25 (case sensitive)

ACCOMMODATIONS

Due to limited accommodation, delegate spouses/guests are not permitted to attend the Contract Enforcement Boot Camp.

All delegates attending this institute will be housed with a roommate (double occupancy). Delegates requesting single occupancy in a double room must pay an additional \$319.90 for the week upon their arrival and must specify this request upon check-in. These payments must be made by personal credit/debit cards or check/money order. **Requests for single occupancy rooms cannot be guaranteed. Requests can be made upon arrival at the Family Education Center. Availability of single occupancy rooms is based on the total number of registered delegates at the institute.**

TRAVEL INFORMATION

All delegates are expected to arrive at the Family Education Center by 3 p.m. Eastern Time (ET) on Sunday, September 7, and remain until the institute concludes at 9 a.m. (ET) on Friday, September 12. Arrivals and departures should be arranged accordingly. **Local unions are responsible for all transportation costs.**

Passenger Vehicle

The Walter and May Reuther UAW Family Education Center is located at 2000 Maxon Road, Onaway, MI 49765. Please be advised of the following Walter and May Reuther UAW Family Education Center policy:

- ❖ Vehicles allowed to park in the Family Education Center (FEC) must be union-made and have a vehicle VIN number beginning with 1, 2, 4 or 5. If the vehicle VIN number begins with anything other than 1, 2, 4 or 5, parking accommodations are available in a lot located adjacent to the FEC's front gate.

Delegates driving more than 500 miles one-way (1000 miles round-trip) mileage will be reimbursed **after** the first 1,000 miles at the IRS rate.

For delegates driving, hotel accommodations (\$65 single/\$80 double) with a receipt submitted to the UAW Family Education Center will be reimbursed. Delegates are eligible for hotel reimbursement for one night if driving over 500 miles or two nights if driving over 1000 miles one way.

Upon completion of the program, delegates will receive mileage and/or hotel refunds.

Air Transportation

Local unions are encouraged to book flights through TSI USA to ensure delegates have a hotel room upon arrival to Detroit Metro Airport and a spot on the bus to the Family Education Center.

The local union must complete the online UBE Airline Reservation by **Friday, August 15**, by going to the following link: <https://cvent.me/nvq1PO>

When registering for flights, be prepared to pay for airfare with a credit card or local union check (no personal checks will be accepted). Please allow 24 hours for TSI USA to process the information provided. **TSI USA will email the local/delegate an itinerary that will need approval prior to ticketing.**

- ❖ Airline ticket cost will be reimbursed minus a **\$75 flyer fee** for each flyer. Do not pay the fee in advance. The flyer fee is deducted from the refund check issued by the UAW Family Education Center.
- ❖ A refund for checked bag cost (\$30 each way) with receipt submitted to the UAW Family Education Center will be reimbursed upon completion of the program.
- ❖ Due to stricter airline regulations, delegates who opt to fly must provide their legal name as it appears on a driver's license. Failure to do so could result in up to a \$150 charge to correct an airline ticket. The UAW will not reimburse that charge.
- ❖ **All airline tickets are non-refundable and non-transferable.**

Saturday Lodging/Sunday Bus Charter: To guarantee maximum savings, delegates who are flying will be required to arrive in Detroit on **Saturday, September 6**. The International Union, UAW will provide overnight lodging in Detroit for September 6, 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 8:30 a.m. (ET) on Sunday, September 7, a charter bus will take delegates from the hotel to the Family Education Center. Estimated arrival is before 3:30 p.m. (ET). A one-hour lunch stop is planned during the bus trip. For the return trip on Friday, September 12, no flights should be made before 5 p.m. (ET). Hotel and bus information is printed on the e-ticket itinerary provided by TSI.

Airfare Check Payment Procedure

If paying for airfare with a local union check, mail the payment within 24 hours after TSI contacts you. Please make check payable to UBE, Inc. and send payment to:

UBE/AIR
UAW Family Education Center
2000 Maxon Rd
Onaway, MI 49765

You must include a copy of the invoice with the check. For questions call UAW Family Education Center at 989-733-6311

Local unions must complete a one-time registration with Travel Solutions International (TSI USA), agreeing to their services. Please complete the information required in this link:
<https://form.jotform.com/210403752631041>

CUTOFF DATES

Institute Dates	REGISTRATION & CANCELLATION DEADLINE Include \$75 registration fee ONLY paid if approved by region	Airline Last day for reduced fare
Sunday - Friday September 7-12, 2025	Monday, July 28, 2025	Friday, August 15, 2025

Please be aware that time must be allowed for processing between local, regional office, travel agency, and FEC.

CANCELLATION AND REPLACEMENT

Cancellations made prior to July 28, 2025, will be fully refunded. After that date, registration fees are non-refundable. If a local union needs to cancel a delegate after July 28, 2025, they may send a replacement delegate in their place and should immediately notify their regional office of the swap, including complete information for the replacement delegate(s). If no replacement is designated, the registration fee remains non-refundable.

In the event of a last-minute change, the substitute delegate(s) must be provided with the name of the member they are replacing. Upon check-in at the Center, the substitute delegate will provide the name of whom they are replacing so that the \$75 paid registration fee will apply to the substitute. When processing delegate changes, please remember that airline tickets are non-refundable and non-transferable.

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