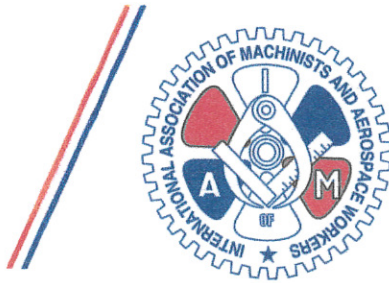


**International  
Association of  
Machinists and  
Aerospace Workers**



9000 Machinists Place  
Upper Marlboro, Maryland 20772-2687

Area Code 301  
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

**GL 2 – Retirees & Employee Assistance Program**

October 31, 2016

Subj: Call Letter for All Year 2017  
Employee Assistance Program -  
EAP 1, 2, 3, 4

**To All IAM/TCU Executive Council, Chiefs of Staff, Grand Lodge Representatives, Special Representatives, Organizers, Directing Business Representatives, Business Representatives, Railroad General Chairpersons, Airline General Chairpersons, District and Local Lodge Presidents, Local Lodge Recording Secretaries, Communicators, Educators, WWW Directors, Carmen Division Officers, National Representatives, Assistant National Representatives, EAP Educators, as well as EAP Coordinators Ron Rawding and Bryan Hutchinson**

This is the call letter for all Year 2017 Employee Assistance Program classes at the William W. Winpisinger (W3) Education and Technology Center in Hollywood, Maryland.

The classes equip assistance coordinators with the skills and resources to assist members who are seeking help for problems involving addictions and other psycho-social issues. These conditions include alcoholism, drug addiction, depression, excessive debt, excessive absenteeism, gambling addiction, acute stress disorder and violence, etc. The four-stage curriculum takes members from an introduction into the field to prospective certification. A fifth class involves advanced topics and the science of addiction.

This is a valuable program that is fully recognized at the college level, in the workplace, in the employee assistance community and throughout the IAM. All eligible Machinists are encouraged to participate.

Enclosed you will find enrollment/registration forms for each Employee Assistance Program class, as well as a descriptive brochure. Also enclosed is the policy letter covering W3 tuition, transportation subsidy and curriculum. **Attendance in all classes must be approved by an authorizing lodge officer.**

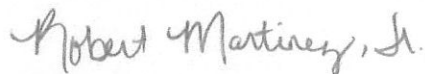
**OVER**

Employee Assistance Program classes will be held on the following dates:

- EAP I (1)** Sunday, February 19 through Friday February 24, 2017  
Sunday, October 1 through Friday, October 6, 2017
- EAP II (2)** Sunday, April 9 through Friday, April 14, 2017  
**Only open to members who have completed EAP I (1)**
- EAP III (3)** Sunday, June 25 through Friday, June 30, 2017  
**Only open to members who have completed EAP II (2)**
- EAP IV (4)** Sunday, September 17 through Friday, September 22, 2017  
**Only open to members who have completed EAP III (3)**

I urge you to take prompt action in notifying Edward Manhart, Director of the Retirees & Employee Assistance Program Department, by returning the enclosed "Participant Registration/Enrollment Forms," **by the due date printed on each.**

In solidarity,



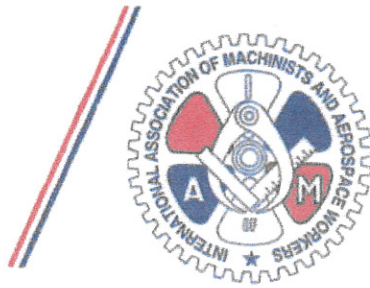
Robert Martinez, Jr.  
International President

RM/EM/ag

Enclosures: Policy Letter, EAP Brochure and EAP 1, 2, 3, 4 Registration Forms

cc: Director E. Manhart

**International  
Association of  
Machinists and  
Aerospace Workers**



9000 Machinists Place  
Upper Marlboro, Maryland 20772-2687

Area Code 301  
967-4500



September 14, 2015

Subj: William W. Winpisinger Education  
and Technology Center Tuition and  
Transportation Subsidy Policy Update

Memorandum to Grand Lodge Representatives, Special Representatives, Directing  
Business Representatives, Business Representatives, President's and General  
Chairmen, Recording Secretaries of all Local Lodges, Secretary-Treasurers of all  
District Lodges, Grand Lodge Auditors and Organizers

From International President R. Thomas Buffenbarger and  
General Secretary-Treasurer Dora Cervantes

The Policy governing William W. Winpisinger Education and Technology Center  
Tuition and Transportation Subsidy was recently reviewed and updated to meet present  
and future expectations. This review is done periodically in order to keep cost down and  
improve and upgrade the curriculum, which thereby maintains the Winpisinger Center as  
a successful institution.

Enclosed is the updated policy issued September 14, 2015.

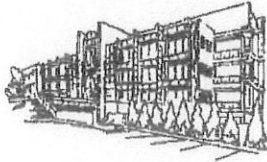
  
R.T.B.

  
D.C.

Attachment

cc: Executive Council, COSs  
Wagoner, Director W3

**INTERNATIONAL ASSOCIATION OF  
MACHINISTS AND AEROSPACE WORKERS**



9000 Machinists Place, Upper Marlboro, MD 20772

**POLICY NO. XL1**

**William W. Winpisinger Education  
and Technology Center Tuition,  
Transportation Subsidy and  
Curriculum**

**ISSUED: September 14, 2015**

The IAM will pay full transportation costs under certain conditions for all participants selected to attend any IAM sponsored function at Winpisinger Center. These conditions are as follows:

1. The name(s) of participants attending any function must be in the Winpisinger Center Administrative Office a minimum of eight (8) weeks prior to the starting date of the function.
2. All transportation (air or rail) will be handled for the participant by Grand Lodge's designated agent, Metropolitan Travel Services, based on information provided by the member. 21-day Super Saver air or rail tickets will be purchased for each participant selected to attend a program upon the completion of a Travel Request Form.
3. If there is a cancellation of attendance once a non-refundable ticket has been purchased for any reason other than a doctor's excuse due to illness or death of the participant or a member of their family; the cost of the ticket will be billed to the local or district lodge sending the participant once the ticket expires. If the ticket is used at another time to attend a William W. Winpisinger function the local or district sending the participant will be charged any change fees or costs associated with the use of the ticket. This also applies to Business Representatives or General Chairpersons.
4. If a ticket is purchased after the 21-day Super Saver Fare deadline, any difference in the super saver round trip ticket and actual cost of the ticket will be the responsibility of the participant or lodge sending the participant.
5. Participants from air transportation lodges are requested to travel by employer furnished passes. Should the employer refuse to supply positive space passes; participants should contact their district for assistance.
6. No reimbursement will be made for tickets purchased by the member or their local or district lodge.



7. Should a participant be required to spend a night while traveling to or from the Winpisinger Center, the cost of such accommodations will not be reimbursed by Grand Lodge.
8. Taxis, rental cars, limousines, buses, subways, parking, etc. will not be reimbursed by Grand Lodge.
9. Grand Lodge will bear no travel costs for any dependents.
10. Should a participant elect to drive their own vehicle, they will be reimbursed at the IRS Standard Rate per mile up to a maximum of 1,600 miles round trip or the equivalent of a round trip super saver air fare, whichever is less. Distance will be determined by the member's home address to Hollywood, Maryland.
11. If space permits, carpooling is strongly encouraged when multiple participants from the same local or district lodge are driving. When carpooling, the reimbursement amount will be determined in a manner consistent with Item # 10 above.

Every IAM member attending any function at Winpisinger Center, when the IAM is the primary sponsor, will attend at no charge for his or her room, meals and refreshments.

Depending on space availability, a participant enrolled in a program may bring his or her family for a minimal charge. The family is restricted to the participant's, spouse or partner, and their children who are living at home. Children under the age of 17 must have adult supervision at all times.

Consistent with the requirements of the curriculum, programs will not exceed five days whenever possible, beginning on Sunday and ending the following Friday.

Recruitment for the Leadership Programs will be according to the Official Announcement Packet for the Machinists Leadership and Train-the-Trainer Programs.

Applicants for the Leadership Programs will be enrolled on a first come, first served basis, and will be based upon the allotments allowed for the number of participants in the specific lodge and / or the General Vice President's territory.

If a lodge applies to send a member for Leadership I, II, Advanced or Train-the-Trainer and all the programs have been filled, that member will be placed on a waiting list by date received for that year. All potential participants remaining on the waiting list at the end of the year will be given first choice of dates for the following year, but must resubmit an enrollment form in a timely manner.

Assignment to staff programs will be on the basis of need and will be assigned by their General Vice President.

### **IAM EAP VI Primary Course Topics**

- Core Technology
- Advanced Listening Skills
- Motivational Interviewing
- Elevating Ethical Awareness
- Evidence -Based Screening Tools
- Understanding CEAP Certification

**All IAM EAP Education classes are awarded College Credits.**

### **Certifications**

Although it is not necessary to be certified to assist our members, we are proud of the fact that the IAMAW is the only labor organization that offers a comprehensive education program in the field of worker/workplace assistance that leads to professional certifications.

### **Enroll Now**

To inquire about enrolling in the IAM EAP Education Program contact the IAMAW Retirees & Employee Assistance Program Department.

**Office: 301-967-4717**

**Fax: 301-967-3427**



**Robert Martinez, Jr.**  
**International President**

**Dora Cervantes**  
**General Secretary-Treasurer**

**Edward Manhart**  
**Director**

**Retirees & Employee Assistance  
Program Department**

The IAMAW Member and Employee Assistance Program is a free confidential service.

For assistance please contact:

**301-335-0735**

or email - [iamewp@iamaw.org](mailto:iamewp@iamaw.org)

Brochure Revised on 08/11/2016



Member and Employee  
Assistance Education Program



**Assisting Members  
In Need**

We urge you to educate a willing and responsible member of your bargaining unit to learn the skills necessary to assist our members in need.

**INTERNATIONAL ASSOCIATION  
OF MACHINISTS  
AND AEROSPACE WORKERS**  
9000 Machinist Place  
Upper Marlboro, MD 20772



## WORKER-BASED ASSISTANCE:

The central purpose of a union has always been to respond to workers' needs and concerns. Unions have a history of establishing and promoting community initiatives that improve the lives of workers and their families.

### Member and Employee Assistance Programs IAM-MAP/EAP

Member and Employee Assistance Programs essentially have the same objective – to assist workers and their families through prevention, intervention, assessment, directed care and follow-up services for problems that adversely impact workers' lives. These programs evolved from a labor-initiated effort to educate/convince employers that debilitating personal problems should be approached as any other health care concern. Ideally, employers will cooperate with the union equally to tackle the issue of drugs, alcohol, mental and emotional issues that effect workers lives, the workplace, and the community at large. Where an employer will work with the union, we have an EAP. Where, the employer will not or cannot participate equally with the union—we have an MAP.

### IAM-MAP/EAP Education Program 2017 Class Schedule

EAP I - Winter 2017  
EAP II - Spring 2017  
EAP III - Summer 2017  
EAP IV - Fall 2017  
EAP I - Fall 2017

For actual dates please check: <https://winpisinger.iamaw.org/class-schedules/>

## Key Benefits

- Supports our Members and their Families
- Supports our Local and District Lodge Leaders
- Supports our Employers
- Provides Job Protection
- Provides Preventive Care
- Provides Immediate/Crisis Care and Follow-up

## Broad Brush Assistance

Assistance is inclusive, attempting to cover all situations, conditions or instances which include:

- Alcohol/Drug Abuse
- Stress
- Violence (Workplace & Domestic)
- Depression
- Discrimination
- Legal Problems
- Gambling
- AIDS
- Financial
- Family Problems
- Elder Care
- Suicide
- Adolescent, Young Workers Problems

## IAM EAP I Primary Course Topics

- EAP History
- Core Technology
- Disease Concept
- Intro to Ethics
- Link to Community
- Understanding Treatment Centers
- Broad Brush Issues
- Enable vs. Help
- Listening
- Job Description
- 12 Step Programs
- Adolescents and Young Workers: Emerging Issues

## IAM EAP II Primary Course Topics

- Core Technology
- Disease Concept
- Ethics
- Confidentiality
- Legal Issues
- Strategic Planning
- Health Insurance
- Taking Care of Caregiver
- Follow-up
- Drug Testing
- Suicide Prevention

## IAM EAP III Primary Course Topics

- Stress
- Depression
- Addiction
- Taking Care of Caregiver
- Presentism/Absenteeism
- Nutritional Support and Recovery
- Mental Health and Addiction
- Cultural Diversity
- IAM EAP Issues in the Workplace

2017 Departmental Program  
Participant Registration Form  
William W. Winpisinger Education and Technology Center

**EAP 3**  
**June 25, 2017 through June 30, 2017**

*Participants should be prepared to travel and arrive on Saturday, June 24, 2017 if travel is by commercial airlines. All participants must be at the Winpisinger Center no later than 12:00 PM on Sunday, June 25, 2017.*

**Mandatory - The following information must be filled in**



*"Pull out your  
Driver's License."*

**Full Legal Name** (as printed on your ID)

**Verify your name is as it appears on your Driver's License or Passport that you are presenting as identification at the airport.**

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Last Name: \_\_\_\_\_

Nick Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Title: \_\_\_\_\_ Local Lodge: \_\_\_\_\_ District Lodge: \_\_\_\_\_

Gender: \_\_\_\_\_ Territory: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/ State: \_\_\_\_\_ Postal Code/ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ - \_\_\_\_\_ Work Phone: \_\_\_\_\_ - \_\_\_\_\_

Cell Number: \_\_\_\_\_ - \_\_\_\_\_ Fax Number: \_\_\_\_\_ - \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Last 4 digits of SSN/SIN: \_\_\_\_\_ IAM Book No.: \_\_\_\_\_

Employer: \_\_\_\_\_

**RETURN THIS FORM TO:**

Edward Manhart  
Director of the Retirees & Employee Assistance Program Department  
9000 Machinists Place  
Upper Marlboro, MD 20772  
Phone: (301) 967-3433 Fax: (301) 967-3427  
Via Anna Georgallas's email at: [ageorgallas@iamaw.org](mailto:ageorgallas@iamaw.org)

**Return Form No Later Than: April 30, 2017**

**Attendance to this class must be approved by an authorizing lodge officer.  
Please be advised that this form must be completed in its entirety.  
THE BACK SIDE OF THIS FORM MUST ALSO BE COMPLETED**



**PARTICIPANT NAME:** \_\_\_\_\_

**Attendance to this class must be approved by an authorizing lodge officer.**

**APPROVED BY:**

Name (please print) \_\_\_\_\_

Title \_\_\_\_\_ Local Lodge \_\_\_\_\_ or District Lodge \_\_\_\_\_

\_\_\_\_\_  
Signature

Daytime Phone \_\_\_\_\_ Extension # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ E-Mail \_\_\_\_\_

General Vice President \_\_\_\_\_

Directing Business Representative \_\_\_\_\_

Or

General Chairman \_\_\_\_\_

**How Will Participant Travel?**

\_\_\_\_\_ Via public transportation arranged and paid for by the Grand Lodge

\_\_\_\_\_ Provide own transportation

\_\_\_\_\_ Flying on pass, but will need bus transportation

**RETURN THIS FORM TO:**

**Edward Manhart, Director**

**Retirees & Employee Assistance Program Department**

**9000 Machinists Place**

**Upper Marlboro, MD 20772**

**(301) 967-3433**

**Fax: (301) 967-3427**

**Via Anna Georgallas's email at: [ageorgallas@iamaw.org](mailto:ageorgallas@iamaw.org)**

**Return Form No Later Than: April 30, 2017**