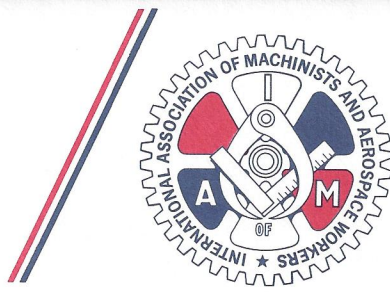


**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

November 7, 2018

RE: Call to Employee Assistance
Program I, II, III, and IV Training
2019 Program Schedule and
Participant Enrollment Information

To: All IAMAW and TCU Executive Council Members, Chiefs of Staff, Grand Lodge Representatives, Special Representatives, TCU Officers, NFFE Officers, Directing Business Representatives, Railroad General Chairpersons, Airline General Chairpersons, District Lodge Presidents, Local Lodge Presidents, Territory Communication Representatives, Territory Education Representatives, and Winpisinger Directors in the United States of America and Canada

Dear Sisters and Brothers:

This is the call for the 2019 Employee Assistance Program (EAP) training at the William W. Winpisinger (W³) Education and Technology Center in Hollywood, Maryland. The training equips EAP coordinators with skills and resources to assist members who are seeking help for personal problems involving addictions and psycho-social issues such as;

Alcoholism
Excessive Debt
Acute Stress Disorder

Drug Addiction
Excessive Absenteeism
Violence

Depression
Gambling Addiction
Anger Management

The four-stage curriculum takes members from an introduction into the field, to prospective certification. This is a valuable program that is fully recognized at the college level, in the work place, in the employee assistance community, and throughout the IAM. All eligible Machinists are encouraged to participate.

Enclosed you will find registration forms for each individual Employee Assistance Program week-long course, as well as a descriptive flyer. Also enclosed is the policy letter covering W³ tuition, transportation subsidy, and curriculum. Participants must be approved by an authorizing lodge officer.

OVER

Employee Assistance Program training will be conducted on the following dates:

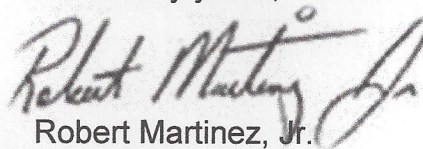
- EAP I July 28 - August 2, 2019
Registration form due May 31, 2019
- EAP II April 7 - 12, 2019
Open to members who have completed EAP I
Registration form due February 8, 2019
- EAP III June 16 - 21, 2019
Open to members who have completed EAP II
Registration form due April 19, 2019
- EAP IV October 27 - November 1, 2019
Open to members who have completed EAP III
Registration form due August 30, 2019

Registrations are processed by the order of their arrival. These are popular program classes and fill to capacity quickly. I urge you to take prompt action and return the Participant Registration form before the due date printed on each form.

Thank you for your support of this valuable program for our members. A troubled member should have the right advice at the right time before the problem escalates and becomes a discipline issue.

With every best wish, I remain in solidarity,

Fraternally yours,

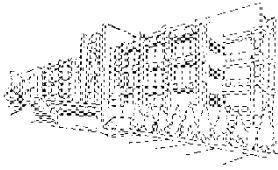

Robert Martinez, Jr.
International President

RM/em/mt

Enclosures: Policy Letter
EAP Flyer
EAP I, II, III, and IV Registration Forms

cc: Dir. Manhart

**INTERNATIONAL ASSOCIATION OF
MACHINISTS AND AEROSPACE WORKERS**



9000 Machinists Place, Upper Marlboro, MD 20772

POLICY NO. XI.1

**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.

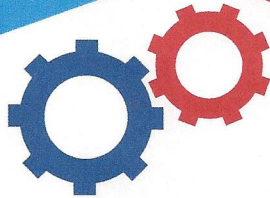
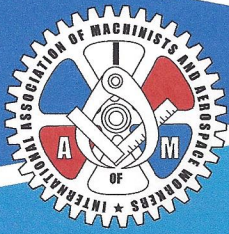
Consistent with the requirements of the curriculum, programs will not exceed five days whenever possible, beginning on Sunday and ending the following Friday.

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.



IAMAW Member Employee Assistance Program (EAP) Training

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 MAP and EAP

Member Assistance Programs 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 employers that debilitating personal problems should be approached as any other health care concern. Ideally, employers will cooperate with the union equally to tackle issues like drug and alcohol abuse that affect workers' lives, the workplace, and the community at large. Where an employer will work with the union, we have an EAP. Where an employer will not or cannot participate equally with the union, we have a MAP. Regardless, we work to serve the needs of our membership with or without employer involvement.

MISSION of the PROGRAM

Address members' concerns linked to job performance, job satisfaction, and quality of life.

OUR GOAL

Educate and support IAM Employee Assistance Program Representatives serving our members.

IAM EAP REPRESENTATIVE

A trained and supported member helping to solve issues before they escalate into problems that often lead to discipline. Statistics show that where effective assistance programs exist, employers see an increase in productivity, quality, and efficiency.

WHAT HAPPENS WHEN A MEMBER CALLS?

An EAP phone number is posted on the bulletin board at the member's worksite. A union member who has received IAM EAP training will respond. Once connected with an IAM trained EAP Representative, confidential assistance will be provided.

WHAT MAKES AN EAP SUCCESSFUL?

The key benefit to a successful EAP is the support received from the IAM trained EAP Representative and the employer in providing preventive care, crisis care, immediate family care, referrals, follow-up care, confidentiality, education, and training.

CERTIFICATION

Professional certification is not required to assist our members. However, we are proud that the IAMAW is the only labor organization that offers a comprehensive education program in the field of worker and workplace assistance that leads to professional certification.



COURSE TOPICS

All program classes EAP I, EAP II, EAP III, and EAP IV are comprehensive and sequential.

IAM EAP 1

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

IAM EAP 3

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



IAM EAP 2

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

IAM EAP 4

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



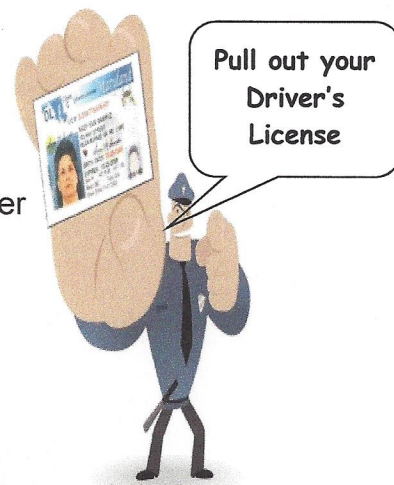
▶ We're here. We can help.

The IAMAW Employee Assistance Program is a **FREE** confidential service.

Contact the 24/7 IAM EAP Hotline:
301-335-0735 or email iameap@iamaw.org.

**Employee Assistance Program I (EAP I)
July 28, 2019 through August 2, 2019**

2019 Departmental Program
Participant Registration Form
William W. Winpisinger Education & Technology Center



1) Mandatory - The following information must be filled in:

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: _____

Nickname: _____ 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.: _____

2) Enrollment in this class must be approved by either a Lodge President, Business Representative, or General Chairperson.

Print Name of Approving Authorized Lodge Officer

Title

Daytime Phone Number

Email Address

Local Lodge Number

General Vice President

How Will Participant Travel?

_____ Via public transportation arranged and paid for by the Grand Lodge

_____ Provide own transportation

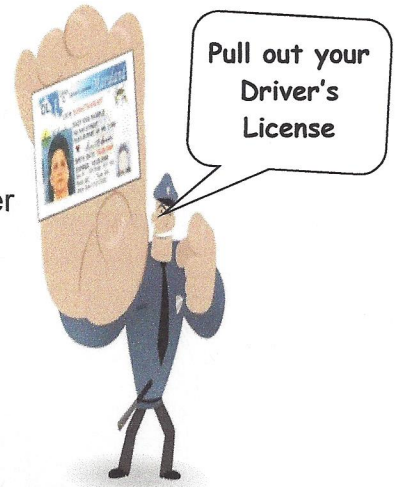
_____ Flying on pass, but will need bus transportation

Signature of Approving Authorized Lodge Officer

**3) RETURN THIS FORM
BY MAY 31, 2019 TO:**

Employee Assistance Program Department
9000 Machinists Place, Upper Marlboro, MD 20772
Tel: 301 967-4717 Fax: 301-967-3427
Email Melanie Taylor: mtaylor@iamaw.org

Employee Assistance Program II (EAP II)
April 7 - 12, 2019
 2019 Departmental Program
 Participant Registration Form
 William W. Winpisinger Education & Technology Center



1) Mandatory - The following information must be filled in:

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: _____

Nickname: _____ 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.: _____

2) Enrollment in this class must be approved by either a Lodge President, Business Representative, or General Chairperson.

 Print Name of Approving Authorized Lodge Officer

 Title

 Daytime Phone Number

 Email Address

 Local Lodge Number

 General Vice President

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

 Signature of Approving Authorized Lodge Officer

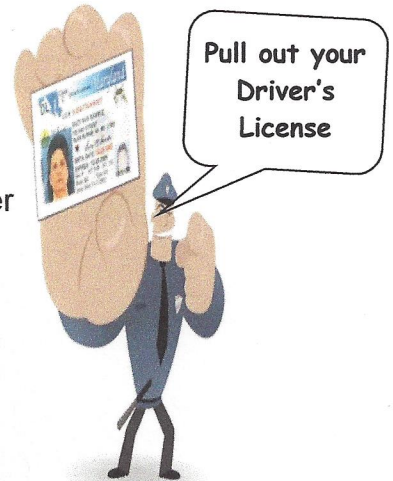
3) RETURN THIS FORM

BY FEBRUARY 8, 2019 TO:

Employee Assistance Program Department
 9000 Machinists Place, Upper Marlboro, MD 20772
 Tel: 301 967-4717 Fax: 301-967-3427
 Email Melanie Taylor: mtaylor@iamaw.org

Employee Assistance Program III (EAP III)
June 16 – 21, 2019

2019 Departmental Program
Participant Registration Form
William W. Winpisinger Education & Technology Center



1) **Mandatory - The following information must be filled in:**

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: _____

Nickname: _____ 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.: _____

2) **Enrollment in this class must be approved by either a Lodge President, Business Representative, or General Chairperson.**

Print Name of Approving Authorized Lodge Officer

Title

Daytime Phone Number

Email Address

Local Lodge Number

General Vice President

How Will Participant Travel?

_____ Via public transportation arranged and paid for by the Grand Lodge

_____ Provide own transportation

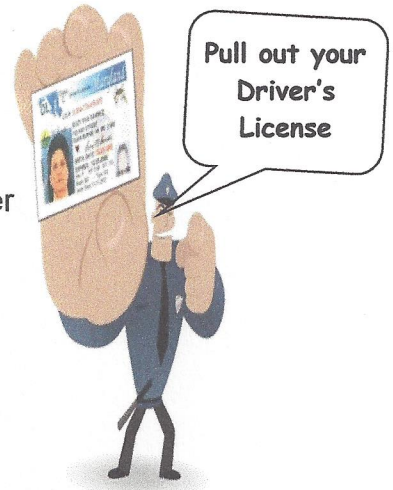
_____ Flying on pass, but will need bus transportation

Signature of Approving Authorized Lodge Officer

3) **RETURN THIS FORM
BY APRIL 19, 2019 TO:**

Employee Assistance Program Department
9000 Machinists Place, Upper Marlboro, MD 20772
Tel: 301 967-4717 Fax: 301-967-3427
Email Melanie Taylor: mtaylor@iamaw.org

Employee Assistance Program IV (EAP IV)
October 27 – November 1, 2019
 2019 Departmental Program
 Participant Registration Form
 William W. Winpisinger Education & Technology Center



1) Mandatory - The following information must be filled in:

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: _____

Nickname: _____ 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.: _____

2) Enrollment in this class must be approved by either a Lodge President, Business Representative, or General Chairperson.

_____ Print Name of Approving Authorized Lodge Officer

_____ Title

_____ Daytime Phone Number

_____ Email Address

_____ Local Lodge Number

_____ General Vice President

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

_____ Signature of Approving Authorized Lodge Officer

3) RETURN THIS FORM BY AUGUST 30, 2019 TO:

Employee Assistance Program Department
 9000 Machinists Place, Upper Marlboro, MD 20772
 Tel: 301 967-4717 Fax: 301-967-3427
 Email Melanie Taylor: mtaylor@iamaw.org