

GL 2 – Programme d'aide aux retraités et aux employés

Le 30 octobre 2017

Objet : Avis de convocation pour l'année 2018
Programme d'aide aux employés –
PAE 1, 2, 3, 4

Destinataires : membres du conseil exécutif SCT/AIM, chefs du personnel, représentants de la Grande loge, représentants spéciaux, recruteurs, agents d'affaires directeurs, agents d'affaires, présidents généraux (chemins de fer), présidents généraux (lignes aériennes), présidents des districts et des sections locales, secrétaires archivistes des sections locales, représentants des communications, représentants des services éducatifs, directeurs du Centre W3, dirigeants de la division Carmen, représentants nationaux, représentants nationaux adjoints, éducateurs PAE et coordonnateurs PAE (Ron Rawding et Bryan Hutchinson)

La présente est l'avis de convocation couvrant tous les cours sur le programme d'aide aux employés pour l'année 2018 au Centre d'éducation et de technologie William W. Winpisinger (W3) de Hollywood, Maryland.

Ces cours outillent les coordonnateurs d'aide des aptitudes et des ressources dont ils ont besoin pour aider des membres aux prises avec des problèmes de dépendance ou des troubles psychosociaux. Parmi les problèmes possibles, mentionnons l'alcoolisme, la toxicomanie, la dépression, l'endettement excessif, l'absentéisme excessif, la dépendance au jeu, le stress aigu, la violence, etc. Le programme en quatre stades mène jusqu'à la certification. Un cinquième stade couvre des sujets avancés et la science de la dépendance.

Ce programme fort utile est accrédité au niveau collégial, dans les lieux de travail, au sein de la communauté des PAE et par l'AIM. Tous les membres admissibles sont encouragés à y participer.

Vous trouverez ci-inclus les formulaires d'inscription pour chaque PAE ainsi qu'une brochure descriptive. Vous trouverez également ci-inclus la lettre de politique « Frais de formation, subvention au transport et programme du Centre W3 ». **La participation à chacune de ces formations doit être approuvée par un dirigeant de la section locale ayant l'autorité de le faire.**

VERSO

Les cours sur le programme d'aide aux employés se tiendront les dates suivantes :

- | | |
|--------------------|---|
| PAE I (1) | Du dimanche 18 au vendredi 23 février 2018
Du dimanche 30 septembre au vendredi 5 octobre 2018 |
| PAE II (2) | Du dimanche 15 au vendredi 20 avril 2018
<u>Offert seulement aux membres ayant terminé le PAE I (1)</u> |
| PAE III (3) | Du dimanche 24 au vendredi 29 juin 2018
<u>Offert seulement aux membres ayant terminé le PAE II (2)</u> |
| PAE IV (4) | Du dimanche 16 au vendredi 21 septembre 2018
<u>Offert seulement aux membres ayant terminé le PAE III (3)</u> |

Je vous incite à agir rapidement auprès d'Edward Manhart, directeur des services aux retraités et des programmes d'aide aux employés, en retournant les formulaires d'inscription ci-inclus dûment remplis **avant la date-limite indiquée sur chacun.**

En toute solidarité,



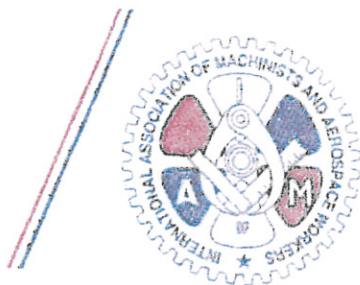
Robert Martinez, Jr.
Président international

RM/EM/amh

P.j. : lettre de politique, brochure sur les PAE et formulaires d'inscription aux PAE 1, 2, 3, 4

c.c. : Directeur 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.

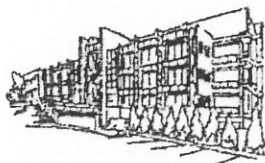
R.T.B.

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 - iameap@iamaw.org

Brochure Revised on 08/29/2017



**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 2018
EAP II - Spring 2018
EAP III - Summer 2018
EAP IV - Fall 2018
EAP I - Fall 2018

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

Programme 2018
Formulaire d'inscription du participant
Centre d'éducation et de technologie William W. Winpisinger
PAE 4
Du 16 au 21 septembre 2018

Les participants prenant un avion de ligne doivent planifier leur vol afin d'arriver le samedi 15 septembre 2018. Tous les participants doivent être sur place au Centre Winpisinger au plus tard pour midi le dimanche 16 septembre 2018.

Obligatoire : Vous devez fournir tous les renseignements demandés.



Nom légal complet (tel qu'indiqué sur votre pièce d'identité)

You must provide your legal name as it is indicated on your driver's license or passport that you present at the airport for identification.

Nom : _____

Prénom : _____

Second prénom : _____

Titre : _____ Section locale : _____ District : _____

Sexe : _____ Territoire : _____

Adresse postale : _____

Ville : _____ Province : _____ Code postal : _____

Tél. (domicile) : _____ Tél. (travail) : _____

Cellulaire : _____ Télécopieur : _____

Adresse de courriel : _____

4 derniers chiffres du NAS : _____ N° livret AIM : _____

Employeur : _____

FORMULAIRE À RETOURNER À :

Edward Manhart

Director of the Retirees & Employee Assistance Program Department

9000 Machinists Place

Upper Marlboro, MD 20772

Téléphone : 301 967-4717 Télécopieur : 301 967-3427

Par courriel à Angela Hemler : ahemler@iamaw.org

AU PLUS TARD LE 22 JUILLET 2018

La participation à cette formation doit être approuvée par un dirigeant autorisé.

Ce formulaire doit être rempli dans son entiereté.

LE VERSO DE CE FORMULAIRE DOIT AUSSI ÊTRE REMPLI

NOM DU PARTICIPANT : _____

La participation à cette formation doit être approuvée par un dirigeant autorisé.

PARTICIPATION APPROUVÉE PAR :

Nom (en lettres moulées) _____

Titre _____ Section locale _____ ou District _____

Signature

Tél. (jour) _____ Poste téléphonique _____

Adresse _____ Ville _____

Province _____ Code postal _____ Courriel _____

Vice-président général _____

Agent d'affaires directeur _____

ou

Président général _____

Mode de transport du participant?

_____ Par transport en commun organisé et payé par la Grande loge

_____ Par ses propres moyens

_____ Avion par laissez-passer, mais transport par autobus requis

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AU PLUS TARD LE 22 JUILLET 2018