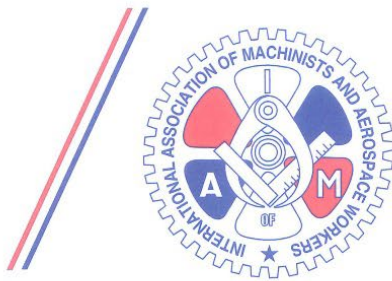


**International  
Association of  
Machinists and  
Aerospace Workers**



9000 Machinists Place  
Upper Marlboro, Maryland 20772-2687

Area Code 301  
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

November 19, 2021

RE: **Employee Assistance  
Program I, II, and III 2022**  
Program Schedule and  
Participant Enrollment  
Information

To: Directing Business Reps, Local Lodge Presidents, and Local Lodge Recording Secretaries at Lodges in the United States and Canada, and TCU-IAM

Dear Sisters and Brothers:

This is the call for the 2022 Employee Assistance Program (EAP) training at the William W. Winpisinger Education and Technology Center in Hollywood, Maryland. The training equips IAM-EAP representatives with skills and resources to assist members who are seeking help for personal problems involving addictions and psycho-social issues such as:

Addiction	Excessive Absenteeism	Presenteeism
Alcoholism	Violence	Suicide Prevention
Excessive Debt	Depression	Mental Health First Aid
Acute Stress Disorder	Gambling Addiction	Emerging Issues

The 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.

The Winpisinger Center must protect the health and safety of all member participants who attend and staff who work at the facility. Key to this effort is ensuring that everyone at the Winpisinger Center is fully vaccinated against COVID-19. All staff at the Winpisinger Center are fully vaccinated. Member participants attending in-person programs at the Winpisinger Center must be fully vaccinated at least two weeks before the program starts and also provide proof of vaccination prior to attendance.

The following additional safety measures are in place at this time:

- All staff and member participants must mask and socially distance indoors at the Winpisinger Center.
- Programs and guest rooms are limited to fifty percent of regular capacity through 2021. Capacity limits will continue as prudent and necessary in 2022.
- Each guest room is cleaned and sanitized daily while in use. Guest rooms are unoccupied a minimum of 24 hours between guests.
- Classrooms, the dining room, and other common areas are cleaned and sanitized throughout the day and arranged for social distancing.

- Member participants may not bring guests to the Winpisinger Center in 2021. Member participants are limited to one guest in the first quarter of 2022. Guest limitations will continue as prudent and necessary thereafter. Guests must be fully vaccinated and observe all other safety requirements while at the Winpisinger Center.

Attached to this email you will find the IAM policy letter covering Winpisinger Center tuition, transportation subsidy, and curriculum. Please use the link below to register members for this program.

[Departmental Program Registration Form](#)

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

EAP I	February 27-March 4, 2022 Registration due December 31, 2021
EAP II	October 16-21, 2022 <b>Open to members who have completed EAP I</b> Registration due August 19, 2022
EAP III	November 6-11, 2022 <b>Open to members who have completed EAP II</b> Registration due September 9, 2022

Thank you for your support of this valuable program. Our goal is to assist troubled members before there are serious problems.

With every best wish, I remain in solidarity,

Fraternally yours,



Robert Martinez, Jr.  
International President

RM/tjd

cc: Dir. Manhart