

# CONTRACT ENFORCEMENT BOOT CAMP

OFFICIAL CALL LETTER



SEPTEMBER 7-12, 2025

The Walter and May Reuther UAW Family Education Center  
Onaway, Michigan



# CONTRACT ENFORCEMENT BOOT CAMP

The UAW Education Department will hold a Contract Enforcement Boot Camp on September 7-12, 2025. The institute will be held at the Walter and May Reuther UAW Family Education Center in Onaway, Michigan.

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 TO ATTEND**

This institute is open to UAW members in good standing and is intended for those who currently have a role in their grievance procedure, alternates, and those aspiring to be a grievance handler. Newly elected and seasoned grievance handlers alike are encouraged to attend.

Attendance is mandatory at all sessions and is taken daily. Local Unions will be responsible for payment of all lost time.

## **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-playing 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**

**Local unions must register and submit payment for their delegates no later than July 28, 2025.** The institute registration fee is \$75 per delegate and must be paid by local unions using ACH. This registration fee covers the cost of lodging, meals, and materials and is non-refundable. Payment must be submitted by the local union online through LUIS no later than the registration deadline. Without payment submission, delegate registration will not be approved. Funds will be withdrawn from local unions after online registration closes and the regional approval process is complete.

Approved delegates will receive an email confirmation with complete logistical details prior to the start of the institute.

Agenda	September 7-12, 2025	<b>Sunday, September 7 – Travel Day</b> 3 – 5 p.m. Registration 5 p.m. Center Tour 6 – 7 p.m. Dinner
		<b>Monday, September 8</b> 8:45 a.m. Institute Opens 9:45 a.m. – 5 p.m. Workshops 5 p.m. Center Tour All meals served
		<b>Tuesday, September 9</b> 8:45 a.m. – 5 p.m. Workshops All meals served
		<b>Wednesday, September 10</b> 8:45 a.m. – 5 p.m. Workshops All meals served
		<b>Thursday, September 11</b> 8:45 a.m. – 5 p.m. Workshops 5 p.m. – 6 p.m. Final Session All meals served
		<b>Friday, September 12 – Departure</b> 7:30 a.m. Breakfast 9 a.m. Institute Adjourns

## **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 plus tax 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**

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.

### **Air Transportation**

Once the local union delegate is approved to attend, the local union must complete the online airline reservation. Arrangements for booking airline reservations have been made with Travel Solutions International (TSI USA).

To assure maximum savings, delegates who fly to DTW will be required to arrive in Detroit on **Saturday, September 6**. The UAW International will provide overnight lodging in Detroit on September 6, based on **double occupancy** at a Detroit Metro Airport hotel. 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. The bus will leave the Family Education Center for the airport at 9:00 a.m. (ET) on Friday, September 12. ***For the return trip on Friday, September 12, no flights should be made before 5 p.m. (ET).***

## **CANCELLATIONS**

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. This institute is an investment in the future of your local union.

***This official call includes information that should be shared with local unions.***

In solidarity,



Shawn P. Fain  
President

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