

# 372 Newsletter

**UAW Benefit Office/313-956-9011 & 313-956-9560**  
**Local 372/ 734-676-9060**

**Stewards/313-956-9345**  
**December 10, 2009**

## **MARVIN MIX-UP**

It was brought to our attention there was a typo or error made on the template calendar reviewed and submitted by the committee persons. To clarify, please use the following schedule to call into Marvin if you are laid-off starting December 14, 2009: **You will call Marvin the week of December 28, 2009 and claim only week ending December 19, 2009.** You will call Marvin again the week of January 11, 2010 and claim only week ending January 9, 2010. We apologize for any incontinence this may have caused. Please contact your Committee Persons if you have any questions.

## **Unemployment Benefits**

The Department of Labor and Economic Growth will send you a notice by Saturday of the second full week after the layoff, notifying you of your eligibility for benefits. For new claims, you will also receive a booklet in the mail containing additional instructions for claiming your unemployment benefit checks.

You must still call MARVIN; according to the time and date in your instruction booklet to receive benefit checks.

**Employer Filed Claims Unit-1-866-845-0077**

**Please see sample schedule of appointments on the back to determine your day and time to call MARVIN.**

**Former Ohio Area Workers:** If you have a current open claim with the Ohio Unemployment Office; you must continue your claim for Unemployment Benefits in Ohio. If you receive a claim letter from the Michigan Unemployment Office during your lay-off you must call the Michigan Unemployment Office to withdraw the claim in Michigan. **Please call 1-866-845-0077.** This is the **only** number that the withdraw can take place. Please keep calling until you speak to someone. This process is not available on-line.

## **Former Ohio Area Workers (cont.)**

**Note:** current open claim would indicate you filed with Ohio Unemployment Office within 1-year from your current lay-off date at Trenton.

**Ohio Area Workers without Open Claim:** If you do not have a current open claim in Ohio you will follow the instructions sent to you from the Michigan Unemployment Office.

## **Schedule Update: Revision**

Last week's schedule changed after we distributed our Newsletter. As if often the case, the schedule is constantly changing based on the needs of Windsor Assembly and Toledo.

The following is the latest schedule for the holiday season.

**4.0L assembly & machining and 1<sup>st</sup> shift 638** is tentatively scheduled to be down the week of December 14, 2009, as reported previously. However, they are now **expected to return January 11, 2010.**

**638-2<sup>nd</sup> shift & 3.3-3.8 machining** was previously scheduled to work the week of December 14, 2009 and have the week of December 21, 2009 off. **These departments are now tentatively scheduled to work through December 23, 2009. With a return to work date scheduled for January 11, 2010.**

Department 429 & Trenton South (Phoenix) are also scheduled to work through December 23, 2009. With a tentative scheduled return to work date of January 4, 2010 for both.

**Please see your Stewards and Committee Persons to determine if your whole department will be off, or if there is expected to be partials running.**



## SIDEBAR ARTICLES

This sidebar article was created with a text box. You can use a sidebar article for any information you want to keep separate from other articles or information that highlights an article next to it. These could include a list of contributors, addresses or contact information, a smaller self-contained story, a preview of the next issue, or a calendar of schedule. The example below shows a Calendar of Events.

## CALENDAR OF EVENTS

### SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

### SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

### SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

### SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

(OVER)

(OVER)

We will notify you if the schedules change again.

We will also post on our website if there are any changes to the return to work dates mentioned above.

Depending on when you are laid-off before the holidays, this will determine whether you receive Unemployment and Sub Pay or Automatic Short Work Week Compensation.

We will be distributing a master calendar template to each of the departments prior to next Friday. So you will be able to determine what type of compensation you are eligible for, outside of the contractual paid holidays off, starting on December 24, 2009 through January 1, 2010.

**Remember:** You must work the **last scheduled day** before the holidays and the **first scheduled day** after the holidays to receive all of your holiday pay.

This differs from all other holidays where; you need only work the day before and the day after, provided they are in the same pay period.

**Remember II:** Our collective bargaining agreement does not allow for Vacations to be utilized during the Christmas Holidays in order to convert to PAA days.

## **MORE WAYS TO CUSTOMIZE THIS TEMPLATE**

### **FOOTERS**

To change the text at the very bottom of each page of your newsletter, click Headers and Footers on the View menu. Use the Header and Footer toolbar to open the footer, and replace the sample text with your own text.

### **INSERT SYMBOL**

It is a good idea to place a small symbol at the end of each article to let the reader know that the article is finished and will not continue onto another page. Position your cursor at the end of the article, click Symbol on the Insert menu, choose the symbol you want, and then click Insert.

### **BORDERS**

You can use page borders and text box borders to change the appearance of your newsletter. Borders on text boxes help keep different articles separate, and can set off sidebar articles from the rest of the page. To change a text box border, select it, double click its edge and choose the Colors and Lines tab in the Format Auto Shape dialog box.

### **QUESTIONS AND ANSWERS**

Q: I would like to change some of the text box shading to improve the print quality. Can that be done?

A: Yes. To change the shading or color of a text box, select it and double click its borders to open the Format Text Box dialog box. Click the colors and lines tab and then choose the new color from the Color drop-down list in the Fill section.

Q: What's the best way to print this newsletter?

A: Print page 2 on the back of page 1. Fold in half and mail with or without an envelope. For best results, use a medium to heavyweight paper. If you're mailing without an envelope, seal with a label.

Q: I would like to use my own clip art. How do I change the art without changing the design?

A: To change a picture, click on the picture, then point to Picture on the Insert menu and click From File. Choose a new picture, and click Insert.

## **Inserting and Editing Pictures**

*Type your sub-heading here*

You can replace the pictures in this template with your company's art. Select the picture you want to replace, point to Picture in the Insert menu, and click From File. Choose a new picture and then click Insert. Select the Link to File box if you don't want to embed the art in the newsletter. This is a good idea if you need to minimize your file size; embedding a picture adds significantly to the size of the file.

To edit a picture, click on it to activate the Picture toolbar. You can use this toolbar to adjust brightness and contrast,

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*Choose a new picture, and click the Link to file box if you don't want to save the art with the newsletter.*

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change line properties and crop the image. For more detailed editing, double-click on the graphic to activate the drawing layer. ■

Q: How do I change the text and borders that appear at the bottom of every page?

A: Click Headers and Footers on the View menu. Use the Header and Footer toolbar to navigate among headers and footers, insert date or time, or format the page numbers. To change the text in the footer, select it and type your new text. To change the border, click Borders and Shading on the Format menu.

Q: Can I save a customized newsletter as a template for future editions?

A: Yes. First make any changes you want to this newsletter, then click Save As on the File menu. Choose Document Template from the Save as type drop down list (the extension should change from .doc to .dot). Save the file under a new name. Next time you want to create a newsletter, choose New from the File menu, then choose your template.

