



### BHMT Individual Stipend Program

#### MAXIMUMS:

The Individual Stipend Program has a **life time maximum benefit of \$20,871** per participant. Before you start utilizing your stipend benefit, please be sure you know how many hours of actual stipend time that \$20,871 translates into for you.

1. Calculate your BHMT Individual Stipend hourly rate as follows:
  - a. Start with your KP Hourly base
  - b. Add all differential rates that are applied to more than 50% of your total KP hours worked each pay period
2. Obtain your available ISP balance, \$20,871 if you have not used your BHMT Individual Stipend, or obtain current balance by logging into myBHMT.org
3. Calculate your available ISP hours by dividing your available balance (item 2. above) by your ISP hour rate (item 1. above)
4. Your BHMT Academic Success Coach or your BHMT Career Counselor are available to assist you determine...

Upon acceptance into the BHMT Stipend Program, participants may — with their supervisor's agreement — reduce their work hours a maximum 8 hours per week (or **maximum 16 hours per pay period**) in order to prepare, study and attend approved BHMT educational or training programs.

- A reduction of a participant's regularly scheduled KP work hours equal to the number of stipend hours reported/used is required to receive an individual stipend payment from the BHMT. The stipend is a wage replacement program – not a supplemental wage program.
- Those employees who work 10 or 12 hour shifts may claim 10 or 12 stipend hours per day, but are still NOT allowed to report more than 16 total stipend hours per pay period.

#### MINIMUMS:

To be eligible for the BHMT Individual Stipend Program, applicants are required to be regularly scheduled for and completing a minimum of 20 KP paid hours each week prior to applying to participate in the program.

- Applicants should be prepared to produce evidence of their 20+ hour schedule upon request.
- Occasional or seasonal increases in KP paid hours do not qualify as meeting the 20 hour per week minimum.

Once an applicant is approved to begin using stipend time, reducing a work schedule by 8 hours will require the participant to have **a minimum 12 paid KP hours** each week to be eligible to report/use stipend hours that week. Participants must have **a minimum 24 paid KP hours** each pay period to be eligible to report/use stipend time.

- For stipend eligibility purposes, KP paid hours are the sum of regular, overtime, vacation, sick, holiday, jury duty, and comparable hours for which the participant will receive pay from Kaiser.
- KP paid hours do not include stipend hours which are paid by the BHMT.
- Participants who have less than 20 combined Stipend and KP Paid hours in any week will not be eligible for the stipend for that week.

Once you begin utilizing your stipend benefit, there is **no minimum number of stipend hours required** to remain active in the program. The program is designed to be flexible so stipend hours can be used to the greatest effect on an individual basis, while still being able to adapt to changing operational needs.

- Participants do not have to report/use any stipend hours each week to remain active in the program.
- Participants do not have to report/use 8 hours (or a full shift) at a time.
- Participants may report/use smaller chunks of stipend time each week, or spread several smaller chunks of stipend time throughout the week.