



## BHMT Individual Stipend Program Q&A for Clients

Are you in school or thinking about going to school? As a BHMT-eligible employee, you are eligible to participate in programs which can help to advance your career at KP.

This FAQ provides you with an overview of the Individual Stipend Program and will help you better understand what is expected of you during this program.

### Q. What is the Individual Stipend Program (ISP)?

A. When an employee reduces his or her regular work schedule to participate in an accredited program, stipend can be used to replace some or all of their lost income (up to 8-hours per week or 16-hours per pay period in wages). This payment is paid outside of your department's budget through BHMT, so your department will not be charged for your time off work.

### Q. Can Per Diem employees receive an Individual Stipend?

A. No. You must be full- or part-time employee who has completed their probationary period.

### Q. Is my manager expected to release me to attend class and/or study?

A. Although, managers make every effort to release employees to participate in the Individual Stipend Program, this is not always possible. You may want to work with your manager to develop a potential release plan.

### Q. Why is ISP important?

A. The goal of the Individual Stipend Program is to provide employees with class and/or study time to assist them in attaining their educational and career goals as well as to assist KP in filling high-demand positions. The ISP is strongly supported by KP leadership and is aligned with the mission of KP's Regional LMP Workforce Planning and Development Program to ensure that KP's workforce is the most stable, highly-skilled, and highly-trained.

### Q. How many hours are awarded by the ISP?

A. The ISP will replace up to 8 hours per week (or 16-hours per pay period) for employees to use to attend school and/or study.

### Q. Do I have to use all 8-hours each week?

A. No. You have up to 8-hours to use each week (or 16-hours per pay period), but you may use fewer hours. This release time schedule should be coordinated in advance with you and each of your managers.

### Q. What happens if my manager says that they can't afford to give me 8-hours off?

A. If your manager is unable to release you because of operational demands, contact your local HR consultant and labor partner to find an alternate plan.

### Q. How do I know if I have been approved for ISP?

A. You are required to have your manager's approval before you are eligible to participate in the program. Your manager will receive an email at the time you apply to the program to confirm that they have approved your participation, but this is not an automatic approval. You are still required to submit supporting documentation to BHMT before your application can be routed for final approval. Once your application has received approval, you will receive another email from BHMT confirming your status. Only after receipt of this second email are you able to reduce your work schedule and begin receiving stipend payments. Any ISP time taken before the application has received approval will not be paid by BHMT.

### Q. How can I check on the status of my ISP application?

A. You can check the status of your application application by logging into their MyHR account and locating your Individual Stipend application.

### Q. Will I be responsible for ensuring my attendance in my academic program?

A. Yes, you will be required to show proof of attendance through class schedules and grades.



**Q. Will I be required to request Proof of Completion from the employee participating in the ISP?**

**A.** No. Tracking or verification of an employee's participation in his/her program is *not* your responsibility.

**Q. How long does the Individual Stipend last?**

**A.** Eligible-participants have a lifetime maximum of \$20,871 to use toward their Individual Stipend. The length of time it will take for you to spend that amount is based on your hourly wage and how many hours per week you are using ISP. There is no timeframe for the usage of the program; you can continue using it until you have used the full amount. **Please note:** Upon completion of your program, if funds remain, you may reapply with your manager's consent.

**Q. Will I have to work with HR to adjust my status, benefits, vacation, etc. as a result of my reduced work schedule?**

**A.** Yes. When using Stipend time, it is encouraged that you confirm with your regional HR Representative that you will remain fully benefited and your participation in the ISP will not negatively affect your status or result in loss of benefits.

**Q. How do I apply for the ISP?**

**A.** To apply for ISP, you must have your manager's approval, meet with your BHMT Academic Success Coach, and have your education plan, acceptance letter, and class schedule available.

**Q. How long does the application process take?**

**A.** Once you have completed their your application and uploaded your documents, it takes 1-3 weeks to be reviewed by BHMT. BHMT will notify you and your manager by email whether you have been approved or denied

**Q. Am I guaranteed the full \$20,871?**

**A.** Yes, as long as you are in a qualifying academic program, attending school, and reducing your KP work schedule. You may not continue receiving stipend payments if you:

- Change schools or programs without a new stipend application
- Don't reduce your KP work schedule
- Fail to complete the bi-annual renewal process
- Go on a leave of absence
- Don't have the minimum KP paid hours
- No longer have your manager's support to participate

- Transfer from an eligible union position to a non-represented position
- Are in a non-qualifying union position
- No longer work for Kaiser Permanente
- Do not show continued significant progress in your academic program
- Fail to meet other requirements determined by the BHMT and regional coordinators

**Q. Do the stipend hours have to be on the same day or at the same time as the class?**

**A.** No, but the stipend hours have to replace hours that you were previously scheduled to work.

**Q. If I reduce my KP work schedule, can I pick up extra hours or shifts?**

**A.** No. The Stipend Program is intended to provide time off, so you can attend class and/or study without losing income. It is not intended to provide additional or supplemental income.

**Q. What if I run out of stipend funds before my academic program is over?**

**A.** No more than \$20,871 will be awarded even if you aren't finished with your academic program. That's why it is important to determine how you will use your stipend so you still have funds available when you really need them. **For example:** During clinicals, you should work closely with your manager to schedule your time off as well as your BHMT Academic Success Coach to determine how to receive support throughout your entire academic program.

**QUESTIONS?**

**For questions about stipend payments, eligibility or BHMT policy please contact: Muong Saepanh, Muong.Saepanh@kp.org.**