



BHMT Individual Stipend Program

MAXIMUMS:

The Individual Stipend Program provides a lifetime maximum of **1900 hours** per participant. Stipend hours are allotted by program type as follows:

DEGREE/CERTIFICATION	MAX STIPEND HOURS
AA/AS	640
BA/BS	1280
MA/MS	640
PhD	960
Certification	960
RN-BSN	480

The allotted hours are ample for those times where you may be required to pursue multiple degrees/certificates of the same type over the span of your career. But we also want to make sure the ISP is available to all our beneficiaries that need to access it — so no more than the allotted hours per degree type or 1,900 total lifetime maximum stipend hours will be awarded even if you aren't finished.

Upon acceptance into the BHMT Stipend Program, participants may — with their supervisor's agreement — reduce their work hours a maximum of 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.