BHMT Individual Stipend Program Q&A for Clients

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

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

A. The ISP is a wage replacement program that allows an eligible employee to reduce his or her regular work schedule to participate in an accredited program. With your manager's approval stipend hours can be used to replace lost income (up to 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 classified as a full- or part-time employee (working at least 20 hours or more) 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. Please work with your manager to request release time if the situation changes in the future.

Q. Why is ISP important?

A. The goal of the Individual Stipend Program is to provide employees with time to assist them in attaining their educational and career goals. 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 educated, highly-skilled, and highly-trained.

Q. How many hours are awarded by the ISP?

A. The ISP will replace up to 16-hours of wages per pay period for employees to use to attend school and/or study.

Q. Do I have to use all 16-hours per pay period?

A. No. You have up to 16-hours per pay period available, 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 time off?

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

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

A. Upon receipt of your Stipend application, supporting documents, and manager approval, you will receive a BHMT Individual Stipend Program approval email indicating you have been approved. You may begin to reduce your work schedule and begin receiving stipend payments after receipt of the BHMT approval email. Any stipend time taken before receiving your BHMT ISP approval email will not be paid.

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 **MyBHMT** 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 by uploading your grades and class schedules through MyBHMT.

Q. How long does the Individual Stipend last?

A. Eligible participants have a lifetime maximum of 1900 hours to use toward their Individual Stipend. Each degree level and certificates have a maximum hour allocation. Please refer to **bhmt.org/individual-stipend-program** for additional information. You must be enrolled in an accredited program and be formally accepted into the Stipend program to participate. If you don't use up the hours available for a given certificate or degree, you may NOT transfer them to another program. You must reapply for the Stipend for each new certificate or degree that you pursue. You must also reapply if you decide to change schools.

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 Career Counselor, meet with your Academic Success Coach complete your learning resource plan complete your Individual Stipend Application on MyBHMT and upload your program acceptance document, and class schedule.

Q. How long does the application review process take?

A. Once you have completed your application and uploaded your documents, it takes 4-6 weeks to be reviewed by BHMT. BHMT will notify you and your manager by email whether you have been approved or denied.

Q. How many ISP hours are available for each type of certificate or degree?

A. Degree/Certification = Max Stipend Hours

AA/AS	= 640	PhD	= 960
BA/BS	= 1280	Certification	= 960
MA/MS	= 640	RN-BSN	= 480

Q. Why do the maximum hours available for all degrees total more than 1900 hours?

A. We allocated ample hours per degree type to accommodate 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 with your educational program. It is very important to determine how best to utilize your stipend hours so you still have hours available when you really need them. Your KP Manager, your BHMT Career Counselor, and your Academic Success Coach are here to help you plan how to best utilize your benefit during your entire educational journey.

Q. How can I check my available hours and see the history of my stipend payments?

A. You can check your hours available and see the history of your stipend payments by logging into your MyBHMT account.

Q. Am I guaranteed the full 1900 hours?

A. Yes. As long as you are participating 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 submitting a new stipend application
- Do not reduce your KP work schedule
- Fail to complete the six-month renewal process
- Go on a leave of absence
- Do not have the minimum KP paid hours
- No longer have your manager's support to participate
- Transfer from a BHMT-eligible union position to a non-represented position
- Are in a non-qualifying BHMT 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 must 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. This is a wage replacement program.

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

A. No more than 1900 hours total or the degree level/certificate maximum 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 hours available when you really need them. *For example:* During clinicals, you should work closely with your manager to schedule your time off and your BHMT Academic Success Coach to determine how to receive support throughout your entire academic program.

Q. Can I "cash in" my remaining stipend (wage replacement) hours and use them for other purposes?

A. No. Stipend hours may only be used toward wage replacement while you are eligible to receive BHMT benefits and are enrolled in an educational program at an accredited institution. They can not be "cashed in" for any other purposes.