

SEIU

LOCAL 105

**EMPLOYEE
GUIDE**

EDUCATION BENEFITS



**KAISER
PERMANENTE®**

The Education Fund

Empowering potential.

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INTRODUCTION

Kaiser Permanente and SEIU-Local 105 highly value professional growth and development for all employees and their families. Both organizations provide resources for career development, education, and training. Local 105 employees also have access to an additional benefit, The Education Fund.

Each organization administers their own program/s and determines eligibility criteria. **Benefits offered by Kaiser Permanente and The Education Fund are available only to employees, while SEIU makes their program available to employees, including retired ones, and their families.**

This guide provides an overview of opportunities available through:

- Kaiser Permanente (KP)
- The Education Fund (Ed Fund)
- SEIU

Employees and their supervisors are encouraged to **access this guide at least twice per year** to ensure they have the latest program information. A second accompanying guide that follows this one, the *Guide to Paid and Non-paid Time Off for Education and Training*, covers the different types of paid and non-paid time off available to employees for education and training.

Additional resources related to workforce development, education and training are provided at the end of the second guide.

KAISER PERMANENTE BENEFITS & RESOURCES

Tuition Reimbursement Program

The KP [Tuition Reimbursement Program](#) (KPTR) encourages employees to assume responsibility for lifelong learning that includes professional and personal self-development. It provides financial assistance to employees who meet the requirements of the program, providing reimbursement for eligible course tuition, and other eligible expenses, such as travel and lodging.

Employees scheduled for 20+ hours a week with at least 90 days of active service are eligible to receive up to \$3,000 in reimbursement per calendar year. Eligible classes and training include courseware or training that enhances skills and/or provides education towards career advancement. This means that employees can take classes to help them perform their current job better and keep up with professional needs, and/or classes or training that will help them become eligible for a position that exists within the KP network. Employees pursuing careers that do not exist in the KP network should look into the [SEIU Free College Benefit](#), covered in this guide, as another possible resource.

A regional policy can be accessed on the [program's website](#). The policy provides specific information for KPCO employees, including how much can be used toward travel and lodging when attending professional development events that require travel. It also gives detailed information about how far in advance employees need to request time for education and professional development.

Employees' supervisors are required to review and acknowledge tuition reimbursement applications. Resources for both managers and employees, including instructional videos and guides, can also be found on the [website](#). Employees and managers are encouraged to review the policy regularly, to be aware of changes.

KAISER PERMANENTE BENEFITS & RESOURCES

CONTINUED

Local 105 employees can access the KPTR Program at the same time as Ed Fund programs outlined in this guide, as long as they don't ask both organizations to cover or reimburse for the same classes or training.

KP's TR program doesn't provide time off for school. Refer to the Guide to Paid and Non-paid Time Off for Education and Training for an overview of the different types of paid and non-paid time off available to employees for education and training.

Career Planning Site

The [KP Career Planning Site](#) is a resource for all KP employees, including managers. It offers information on the career development process, and resources to help employees through every stage. Employees can take [self-assessments](#) to understand their interests, explore positions within the KP network, receive tips and advice on how to land new positions, access [tuition reimbursement](#) information, and much more.

Employees interested in moving to a different position can access a [career paths](#) tool that helps them identify their interests and skills and positions that are a good match. Education and experience requirements are listed so employees can identify training they might need. They can create a profile to complete an action plan and save the information they have researched.

The [site](#) also provides links to various other resources related to workforce and career development.

THE EDUCATION FUND

[The Education Fund](#) is a labor-management partnership that provides education and training to employees who work in a participating SEIU bargaining unit (Local 105) for a contributing employer (KPCO). The fund offers a variety of programs designed to help employees succeed in their current position and/or move into a new job.

The fund is not the union, but rather, a third party that serves SEIU members and their employers. Funding comes from collectively bargained employer contributions, not union dues.

The Ed Fund offers general programs, all included in this guide, as well as customized regional trainings. Employees, managers, and union staff interested in education and training not covered in this guide or not currently offered are encouraged to contact Colorado's [Regional Coordinator](#) to discuss creating a regional program.

The fund is available to both benefited and non-benefited employees. [Eligibility is as follows:](#)

- Benefited employees past KPCO's probation period are eligible for all Ed Fund programs and services. Those still in the probation period can take advantage of [career counseling and career counseling workshops](#).
- Non-benefited employees are eligible for most programs if they have completed KPCO's probationary period and have worked a minimum of two shifts per month for the most recent six months. Non-benefited employees who have worked fewer than the required minimum are only eligible for Ed Fund programs and services that are under 40 hours. Those still in the probation period can take advantage of [career counseling and career counseling workshops](#). Non-benefited employees are not eligible for the [Wage Replacement program](#).

THE EDUCATION FUND *CONTINUED*

Most programs are offered at no cost to employees, although there are a few reimbursement options, which this guide points out. Also noted are programs that are eligible for paid education time. Employees should also refer to the Guide to Paid and Non-paid Time Off for Education and Training for additional information.

It should be noted that not all information related to the Colorado region can be found on the main Ed Fund website. Links are included in this guide for information that is online, as well as contact information for regional programs not found on the main site.

Colorado has one [Regional Coordinator](#), who is the primary contact for Local 105 employees, managers and supervisors, and union staff.

Maria Isabela Aldana, MS, GCDF
Email: maldana@theedfund.org
Text or Call: (303) 330 7436

Overview of programs and services

Career and academic counseling

The first step employees should take after reviewing the two guides is to connect with a [Career Counselor](#). Ed Fund Career Counselors empower, motivate, educate and prepare employees by:

- Helping them understand and navigate the programs and offerings
- Providing one-on-one career and educational planning
- Administering and interpreting skills and career interest assessments
- Offering resume and cover letter editing assistance, job search strategies, and interview prep

THE EDUCATION FUND *CONTINUED*

Resources related to career and professional development can also be found in the [Career Advice section](#) of the general website.

Member2Member

The [Member2Member \(M2M\) Program](#) is a paid leadership program for employees who want to increase awareness and utilization of the fund. By engaging in outreach and marketing activities, program participants help their coworkers, regional managers, and union staff make greater use of Ed Fund programs. They are out on the field talking to all stakeholders to help identify regional needs and training solutions.

Program participants are paid for their time, and must complete at least one shift per month. M2M work can be completed on “lost time” for those who can arrange to take the time off, or, outside of work hours. Either way, the Ed Fund will cover hours spent on M2M work. Employees can also participate voluntarily. This opportunity is available to both benefited and non-benefited employees.

[The application is open year round.](#) For questions, please contact Colorado’s [Regional Coordinator](#).

Preparation and Critical Skills Programs

Preparation and critical skills offerings and courses help employees prepare for the demands of the modern workplace, college classes, and training programs.

Employees can take preparation courses at no cost, and must arrange to take them on their own time. Most of these offerings are online, though there are some in-person options in Colorado through Colorado Free University.

THE EDUCATION FUND *CONTINUED*

The Ed Fund can also coordinate tailored regional Preparation and Critical Skills courses. Employees, supervisors and managers, and union staff can contact Colorado's [Regional Coordinator](#) to discuss options.

Skillsoft

The [KP Skillsoft e-Learning Library](#) is a collection of 2,600+ instructional courses and videos on [KP Learn](#) to provide employees with significant learning opportunities. Sample courses include:

- Business Skills Courses – Emotional intelligence, communication, critical thinking, problem solving, leadership, digital transformation, telehealth basics, admin support, business analysis
- Business Certification Courses – Business analysis, human resources, project management, quality improvement (Six Sigma Belts)
- Desktop Courses and Videos – Office 365 (Word, Excel, PowerPoint, Access, Project, One Note, Outlook), mobile Devices, Adobe, desktop applications, mobile functionality, online applications

Employees log in with their employee info. Local 105 employees must first complete a pre-requisite access course before launching their first Skillsoft course.

- The prerequisite course can be found on the employee's "Me" tab after logging in and is titled "2021 Ed Fund Skillsoft Subscription"
- After the short class is completed, it will unlock all Skillsoft titles on KP Learn for the remainder of the year

THE EDUCATION FUND *CONTINUED*

Courses can be completed from home using Ping ID. Employees can find more information on Ping ID on the [KP Learn](#) home page by selecting “Get Help.”

Colorado Free University (CFU)

[CFU](#) offers a wide range of online and in-person classes that are available to Local 105 employees in the following topics:

- [Computer training and technology](#)
- [Spanish and foreign languages](#)
- [Personal development and communication](#) – including health and wellness and career development offerings
- [Finance](#) – courses around financial wellness
- Certification course in Equity and Inclusion

While CFU offers classes in many other other topics, only the ones listed above have been approved for Local 105 employees. Employees interested in taking a course not listed in this guide must seek approval from the Ed Fund by contacting Colorado’s [Regional Coordinator](#).

Interested employees can find the latest [course catalog](#) online. To bypass the payment process, employees should not register online. Rather, they should call the registration office at (303) 399-0093 and mention that they are a KPCO employee being sponsored by the Ed Fund.

Registration is open year round and up to two classes can be taken at a time.

THE EDUCATION FUND *CONTINUED*

Online Education Preparation

The Ed Fund recognizes the importance of helping all Local 105 employees feel comfortable with technology and start using it more and more. Resources are available for those wanting to take an introductory course all the way to those seeking to earn a certificate or degree online.

Introductory online education courses include:

- [Developing Basic Computer Skills: Navigating the Technological World](#)
- [Introduction to Online Learning](#)

In addition, employees interested in taking [College Courses](#) have the option of taking them online. Some of the [Career Pathways](#) offered through the Ed Fund are offered virtually, and online and hybrid programs are acceptable for [Tuition Support](#), as long as they meet all other criteria.

Additional Computer and Technical Skills Resources

LearnIt

[LearnIt](#) offers online computer classes with live instructors. Employees are eligible to register for up to five online computer classes per year. Topics include Basic Computers, Microsoft 365, Word, Excel, Outlook, PowerPoint and Teams.

[Registration](#) is open year round.

THE EDUCATION FUND *CONTINUED*

Community College Courses

Employees interested in taking a computer class at the community college level can do so through the [College Courses](#) program. Classes taken at the community college level are graded and will appear on an academic transcript.

The first step to take college classes is to request to speak to an [Ed Fund counselor](#). Refer to the College Courses section in this guide for additional details.

Laptop Lending Program

Employees enrolled in an eligible online or hybrid program through the Education Fund can [borrow a Chromebook](#) to complete their classes. Chromebooks can be kept for the duration of the classes or training program, as long as employees are actively enrolled.

Eligible programs include:

- Kaiser Permanente School of Allied Health Classes
- College Courses
- Tuition Support
- Wage Replacement
- Career Pathways

Please be aware that there is a limited supply of laptops and applications will be processed on a first-come, first-served basis.

[Applications are accepted year round.](#)

THE EDUCATION FUND *CONTINUED*

Language Skills

Foreign Language and English Language Learning (ELL) – Community College Courses

Employees interested in taking foreign language or ELL classes at the community college level can do so through the [College Courses](#) program. Classes taken at the community college level are graded and will appear on an academic transcript. Employees must meet the college's requirements for enrollment, including taking placement exams, if applicable.

The first step to take college classes is to request to speak to an [Ed Fund counselor](#). Refer to the College Courses section in this guide for additional details.

Spanish Academy and Foreign Language – Colorado Free University

Colorado Free University (CFU) is a regional provider of in-person and online [Spanish and Foreign Language](#) classes. See the CFU section above for class and registration information.

English Language Learning (ELL) – EnGen

[EnGen](#) is an online ELL platform that provides content for all proficiency levels through live group classes with an instructor. Employees can take an optional assessment to identify language proficiency, and receive personalized learning units. The program also prepares participants for exams, including TOEFL, IELTS, TOEIC, and Cambridge Exam.

[Registration](#) is open year round.

THE EDUCATION FUND *CONTINUED*

Foundational math, science, and medical terminology – KP School of Allied Health

The KP School of Allied Health offers [online preparation courses](#) for employees interested in later taking college level classes, or increasing their knowledge in a topic and earning a certificate of completion. Topics include:

- Medical terminology
- Basic college math
- College algebra
- Biology
- Anatomy & physiology

These classes are not eligible for college credit and do not transfer or meet prerequisite requirements. Participants work at their own pace for six weeks, and can expect about four hours of class work per week.

[View the schedule and registration information.](#)

TEAS Resource Program

The [TEAS Resource Program](#) helps eligible employees prepare for the TEAS exam by providing a prep book and access to online practice tests. Employees will also connect with a career counselor, who can help find local prep workshops and provide study and time management tips. [Applications are open year-round](#) for employees who have completed all prerequisite classes and only need the TEAS to qualify for a training program.

THE EDUCATION FUND *CONTINUED*

The fund can also reimburse employees for the cost of other entrance exams, such as the HESSI or NCLEX, including the cost of prep material or classes, on a case by case basis. Employees can [submit an application for reimbursement](#) year-round.

College Courses

The [College Courses](#) program provides financial assistance for employees taking classes at the community college level. Classes covered include general education, prerequisite, computer, foreign language, English Language Learning (ELL) and college prep/success. The program covers up to five classes per year, with a maximum of two per semester/session. Employees in Colorado have two options:

- Take a class through one of our partners to have tuition and book costs paid up front. The regional option is [Community College of Denver](#) for in-person or online classes, and the fully online option is [Coastline Community College – Extended Learning Division](#).
- Take a class through a community college of their choice and seek reimbursement for tuition, fees, and books.

The two classes covered per semester/session must both be taken through the same college, or both must be reimbursement. There are different sessions and deadlines throughout the year. Interested employees can find this information on the [program page](#), as well as a link to [speak to a counselor](#). Speaking to a counselor to determine eligibility is the first step in the process.

Employees who have completed all prerequisite or general education classes and are now taking upper division or major specific classes, or who are enrolled in a specific training program, should not apply for the College Courses program.

THE EDUCATION FUND *CONTINUED*

Instead, they should determine eligibility for the [Tuition Support](#) or [Career Pathways](#) programs, included in this guide.

[Wage Replacement](#), or paid time off to attend school, is not available for students in the College Courses program. They must attend classes on their own time, and can work with their managers to adjust their schedule as needed.

Career Pathways

Employees interested in getting into an in-demand allied health position can be supported under the [Career Pathways](#) program. The program covers the full cost of tuition upfront at one of our partner schools, and reimburses for any required costs paid upfront by employees. The Colorado pathways include:

- Medical Assistant
- Certified Nursing Assistant
- Medical Imaging (General radiology and specialties)
- Sterile Processing
- Surgical Technology
- Respiratory Therapy
- LPN
- Lab (Phlebotomy, MLT, MLS)
- Physical Therapy
- Occupational Therapy
- Medical Coding
- Information Technology
- Mental Health (Master's in Social Work, associate and bachelor degrees in related fields)

THE EDUCATION FUND *CONTINUED*

Primary partner schools include [Community College of Denver](#), [PIMA Medical Institute](#), and [Coastline Community College](#). However, in Colorado, employees attending [Concorde](#), [Emily Griffith Technical College](#), [Arapahoe Community College](#), [University of Arkansas](#), [Austin Peay State University](#), and [Otero Junior College](#) have also been sponsored. Employees attending a different school should contact the fund to discuss the possibility of having their tuition covered. Only the programs are listed above are eligible under the Career Pathways program at this time.

Employees are not guaranteed time off for school when completing one of these programs. They must choose training programs that work well with their work schedule, and allow them to maintain their FTE status. If they need an adjustment made to their schedule, they should first speak to their manager/s.

Benefited employees can apply for the [Wage Replacement](#) program when they meet eligibility criteria while enrolled in the Career Pathways program, but acceptance is not guaranteed. Applicants are selected based on their graduation date, with those graduating first receiving priority. If accepted, employees can reduce their work schedule by up to 16 hours per pay period. The program typically accepts applications in January and August of every year. See the Wage Replacement section of this guide for detailed information.

Employees who are interested in a career pathway and are concerned about being able to enroll due to scheduling conflicts, or are enrolling outside of the [Wage Replacement](#) application cycles (January and August), should contact the fund to discuss possible solutions.

Interested employees should first contact Colorado's [Regional Coordinator](#) to determine eligibility.

THE EDUCATION FUND *CONTINUED*

Tuition Support

Employees pursuing a certificate or degree program that can lead to a position within the KP network and doesn't fall under the Career Pathways Program can also receive support through the [Tuition Support](#) program. This is a reimbursement program, therefore participants must pay all costs upfront.

Employees can receive up to \$5,250 in reimbursement per year for a maximum of two years. Reimbursable costs include:

- Tuition and required fees
- Required textbooks
- License and certification exam fees and prep material (if applicable)

Eligible programs must be accredited and cannot be self-paced. Applications are typically accepted in January and August of every year. Priority is given to employees graduating first. Employees not selected can apply at a later time, as long as they are still enrolled.

If they are benefited, [Tuition Support](#) applicants can also apply for the [Wage Replacement](#) program, as well as the [KP Tuition Reimbursement](#) program.

Interested employees should first contact Colorado's [Regional Coordinator](#) to determine eligibility.

Wage Replacement

[Wage Replacement](#) through the Ed Fund allows benefited employees to reduce their work schedule by up to 16 hours per pay period. Participants receive payments from the fund for the hours they reduce. Participants can use the time to:

THE EDUCATION FUND *CONTINUED*

- Attend classes
- Study
- Complete clinicals, internships, externships, etc.

Applicants must be enrolled in an accredited certificate or degree program that is not self-paced. Eligible programs must prepare participants for a position that exists within the Kaiser network. Applications are typically accepted in January and August of every year. Priority is given to employees graduating first. Employees not selected can apply at a later time, as long as they are still enrolled. There is a lifetime cap of \$10,000 per employee.

Interested employees should first contact Colorado's [Regional Coordinator](#) to determine eligibility.

Advancement Programs

[Advancement Programs](#) are opportunities for group training, and are tailored to meet a targeted need on the part of a specific department, facility, employer or region. Programs can be designed to help move current employees into a new or hard-to-fill career by providing educational and on-the-job training. Advancement Programs can also include group certification prep classes, or any other opportunity for a group of employees to advance in their career.

Regional programs are developed in partnership, with labor and management agreeing on program design and selection criteria. Sometimes, a specific group of employees is targeted, while other opportunities are open to the entire bargaining unit. As Advancement Programs tend to be regional, information is not always found on the main website. Rather, the region promotes the program in various ways.

THE EDUCATION FUND *CONTINUED*

Current regional programs include:

- Pharmacy Technician Apprenticeship Program
- LPN Program
- Medical Imaging Program

Employees, managers, and labor staff interested in discussing a tailored Advancement Program should contact Colorado's [Regional Coordinator](#).

Professional Development

[Professional development](#) offerings and courses help employees maintain their professional needs, such as completing continuing education courses, renewing licenses or certificates and attaining new ones, and maintain professional memberships. However, many offerings are available to all employees, including those without licenses or certifications.

Some Local 105 employees are allotted time off for education purposes related to maintaining professional licenses and certifications. The *Guide to Paid and Non-paid Time Off for Education and Training* provides an overview of contract language related to education and training. Employees can also check with their manager and/or their [union steward](#) if they have questions about this.

The Ed Fund can also coordinate tailored regional Professional Development offerings. Employees, supervisors and managers, and union staff can contact Colorado's [Regional Coordinator](#) to discuss options.

THE EDUCATION FUND *CONTINUED*

Continuing Education

The Ed Fund provides online continuing education courses at no cost to employees through partnerships with CE vendors for the following classifications:

- [Imaging and Radiology Professionals](#)
- [Nursing](#)
- [Medical Assistants](#)
- [Respiratory Professionals](#)
- [More Classifications](#)

Employees not currently covered by the current offerings can seek reimbursement for any training fees resulting in CEs.

Continuing Education Reimbursement Program

Employees can seek yearly reimbursement of up to \$1,000 under the [Continuing Education Reimbursement Program](#). The program reimburses for:

- Training fees resulting in CEs (conferences, live simulcasts, webinars, seminars, in-person or online classes, symposiums, etc.)
- Any exam fees for a new certification related to employee's current field, if taken within the last 60 days (pass or fail)
- License renewals and membership fees
- Any review course/study material fees (including non-credit college courses), if taken within six (6) months prior to the certification exam
- American Heart Association (AHA) certifications and licenses, if not taken with [Colorado Cardiac](#).
- Courses needed to challenge professional board exams (reviewed on a case by case basis)

THE EDUCATION FUND *CONTINUED*

[Online applications](#) must be completely filled out and submitted electronically within 60 days of training, class, exam, license renewal, or purchase.

BLS/CPR and American Heart Association Certification

In Colorado, the Ed Fund partnered with Colorado Cardiac to provide [American Heart Association \(AHA\) certifications](#) on-demand in the Greater Denver area. Classes are paid upfront by the Ed Fund.

Employees can find the [class schedule and registration information](#) online.

Covid-19 Classes and Resources

Employees can access [resources related to the pandemic](#), including a [Pandemic Readiness course](#), webinars, and toolkits.

Critical Skills Webinar Series

The [Critical Skills Webinar Series](#), in partnership with Learnit, consists of six (6) one-hour trainings on key topics that help learners develop relevant and timely critical skills for working in today's healthcare setting. Participants will join a live virtual classroom session with Learnit's expert instructors and will walk away with tangible tools that can be applied in their professional and personal lives.

Participants are eligible to receive digital branding for each course. Colorado employees should note that the [schedule](#) is listed in Pacific Standard Time, which is one hour behind Mountain Standard Time.

THE EDUCATION FUND *CONTINUED*

Job to Job

The [Job-to-Job Program](#) is available to employees and employers going through a redeployment or reduction in force (RIF). The program is available for individuals, as well as groups. The fund can provide customized, confidential, and convenient on-site services and resources to support management and help eligible impacted members transition to new careers.

[Eligible employees](#) have three options for support:

- **Option 1:** Reimbursement of up to \$5,000 for tuition, books, and fees for an accredited training program completed while on redeployment or RIF status
- **Option 2:** Reimbursement for up to 500 hours for time spent completing an accredited program
- **Option 3:** Having full tuition paid upfront if completing one of the programs under the Career Pathways Program covered in this guide

This program is ideal for employees who choose the Income Security, or EISA, option, because they can train during the year on income security. KPCO and Local 105 can also discuss the possibility of working part time while on EISA to allow impacted employees to attend school as well.

Eligible employees must [apply for the Job-to-Job Program](#) online and complete an Individual Training Plan with an Ed Fund Career Counselor before training can start.

Managers interested in group trainings for redeployed or impacted employees should contact the [Regional Coordinator](#).

SEIU FREE COLLEGE BENEFIT

The [SEIU Free College Benefit](#) is open to members in good standing who are full dues-paying members, retiree members, and their families*. Participants can earn a degree or certificate online at no cost only through Eastern Gateway Community College (EGCC), who accepts previous college credit completed elsewhere and relevant work or military experience toward a degree. Credits earned at EGCC are also transferable, though interested employees should always check with the institution they want to transfer credit to before enrolling to ensure they will validate courses.

The program offers a wide range of certificates and degrees both in healthcare and other fields, such as teaching, and criminal justice. This program is a great option for employees interested in pursuing careers not related to healthcare that KP or The Education Fund would not cover. They also offer a few significantly discounted programs in which students may enroll but some content fees may apply. A comprehensive list of degrees and certificates offered can be found on the [website](#).

The program is considered a ***last-dollar scholarship***, so participants must complete the Free Application for Federal Student Aid (FAFSA) and are required to first use any federal or state aid toward tuition, fees and e-books, if they qualify. Participants must also apply their employer's tuition reimbursement and Veteran's education benefits, if eligible. Most Local 105 employees are eligible for KP Tuition Reimbursement if they are scheduled for 20+ hours a week with at least 90 days of active service, and must apply the yearly amount of up to \$3,000 towards their EGCC degree or certificate.

SEIU FREE COLLEGE BENEFIT *CONTINUED*

Participants that are not Ohio residents (the state where EGCC is located) that qualify for federal or state grants must use those at EGCC in order to receive the last-dollar scholarship offered by SEIU. If a participant elects to use their federal/state grants at another institution may still attend EGCC but will not receive the last-dollar scholarship. Participants that don't qualify for federal or state grants can still take advantage of the free college program.

Visit the program's [website](#) to learn more, see the next class start date, and connect with a program representative. If you are unsure of how to use this program in conjunction with your other benefits, please reach out to the Ed Fund's [Regional Coordinator](#).

*Family is defined as spouses, children (or stepchildren), children-in-law, parents, siblings, dependents, grandchildren (or step-grandchildren), and domestic partners.

SEIU

LOCAL 105

**EMPLOYEE
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**PAID AND
NON-PAID
TIME OFF for
EDUCATION
AND TRAINING**



**KAISER
PERMANENTE®**

The Education Fund

Empowering potential.

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INTRODUCTION

Kaiser Permanente and SEIU Local 105 highly value professional growth and development for all employees. Employees represented by SEIU Local 105 have various resources available for training, skills development, and career advancement. This includes assistance with tuition and enrollment, as well as opportunities for paid and non-paid time off for classes and training.

This guide focuses on the different types of paid and non-paid time off available to employees for education and training. It provides a summary of contract language, an overview of programs offered by The Education Fund, and additional resources. For other types of paid time off, please refer to your contract or speak to your employer.

Additional guides and websites are available for employees to gain a better understanding of other tuition programs. A good place to start is by visiting the [National Workforce Planning and Development](#) site, which offers a general overview of workforce development efforts and resources, including [tuition reimbursement](#) and information on [The Education Fund](#). The fund offers additional resources to employees represented by Local 105.

CONTRACT LANGUAGE

There are [two contracts](#) in place for employees represented by Local 105, a regional and a national one. The regional contract is in place until September 30, 2023, and the national contract expires on September 23, 2023. The regional contract includes two articles related to paid and non-paid time off for education and training, Articles 19 and 20. This guide focuses on the regional contract because it is more specific to the Colorado region.

For questions related to the contract language in this guide, employees should contact a steward. A list of current stewards is available on [Local 105's KP page](#). Employees can also speak to their managers and human resources, as needed.

Article 19: Education and Training

Section 2. Outside Education and Training

If requested by the Employer, an employee shall be paid for work time spent in conferences, workshops, seminars or training sessions which are directly job related. Further, the employee shall be reimbursed for all materials and costs.

Section 4. Continuing Education Unit Programs

A regular employee with at least one (1) year of service as a regular employee shall be eligible to attend continuing education unit programs during working hours in accordance with the following:

- 1) The program must be related to the attainment of continuing education units for maintenance of licensure or certification or registration required by the Employer.

CONTRACT LANGUAGE *CONTINUED*

- 2)** The employee must submit a written request to attend the continuing education units program at least one (1) month in advance of the program.
- 3)** Responsibility for authorization of continuing education unit programs shall rest with the Employer.
- 4)** Provided proper notice has been given, the Employer shall utilize its best efforts to grant the days requested. Further, subject to operational requirements, the employee shall receive a timely response to each request.
- 5)** Following one (1) year of service, eligible employees may receive up to three (3) days off, without loss of scheduled pay, to attend CEU courses and up to \$300.00 towards allowable costs.
- 6)** Eligible employees shall be granted the previously listed maximum dollars each anniversary year for tuition, fees and books directly associated with the continuing education units program. The annual expense allowance not used in the anniversary year earned shall not carry over to the next year.
- 7)** The employee must successfully complete the program as certified by an official report from the institution in which the program was taken.
- 8)** Pay for time spent in continuing education unit programs held during working hours shall be at the employee's regular straight-time rate of pay, including applicable shift premium, for the number of hours the employee would have worked, had s/he worked his/her normal shift.
- 9)** Due to the fact that the Employer is currently not in a position to provide the necessary continuing education internally, LPN's will be permitted to maintain the current CEU allowance for the term of this agreement. One-half (1/2) of the CEU benefit may, with the consultation

CONTRACT LANGUAGE *CONTINUED*

of the LPN, be assigned by the supervisor for a class that management deems appropriate for the individual to attend. In the event that the Employer provides an internal program, the employee must attend the internal program prior to going to an external class.

Section 5. Training

A. The Employer and the Union agree that training is primarily a responsibility of supervisors. Employees routinely involved in assisting supervisors to coordinate and carry out training typically include leads, training clerks and other employees with the responsibility to coordinate and direct the work of others; however, the Employer reserves the right to include training in other job classifications.

B. Other employees assigned to train shall have their normal work assignment adjusted to accommodate the additional training responsibilities and shall not be reprimanded for any resulting reduction in quantity of work.

C. In recognition of the joint commitment that the Union and the Employer share with respect to Affirmative Action, the parties agree, as deemed appropriate mutually by the Union and the Employer, to allocate certain bargaining unit positions annually to a formal on-the-job training program.

Article 20: Leaves of Absence

Section 1. General

A. Only regular and short-hour employees shall be eligible for consideration for a leave of absence, provided the employee meets the eligibility requirements for the particular leave requested.

CONTRACT LANGUAGE *CONTINUED*

Section 5. Educational Leave of Absence

- A.** An employee must have at least two (2) years of service prior to the leave of absence commencement date to be considered for an educational leave of absence.
- B.** The employee must be an active student at an accredited College or University for at least nine (9) months per year or three-fourths (3/4) of the period for leaves less than one (1) year. Written documentation of attending school must be provided to the supervisor on a quarterly basis.
- C.** The education must be related to the employee's current work assignment and/or potential for advancement within the Company.
- D.** The duration of an educational leave of absence shall be a maximum of two (2) calendar years.
- E.** An employee is requested to provide his/her supervisor with at least three (3) weeks of written notice of intent to return from an educational leave of absence. However, prior written notice of at least one (1) week shall be required as a condition of reinstatement.
- F.** When an employee returns to work from an authorized educational leave of absence, s/he shall be reinstated to the same position held prior to the leave, if an opening exists at the time the leave terminates. If no opening exists, the employee shall be placed in the nearest comparable position, if an opening exists in such position. If no opening exists in either case, the employee shall be offered any other opening that does exist. If the employee refuses such open job, s/he shall be terminated.
- G.** Employees returning from medical or personal leaves must work a minimum of twelve (12) months prior to requesting an educational leave.

CONTRACT LANGUAGE *CONTINUED*

Employment Security (EISA)

In the event of a reduction in force that results in layoffs, employees should work with their union and management to determine if they are eligible for employment security (EISA). During this time, employees have income security for one year. Employees on EISA status interested in re-training for a different position or attending school during this time may be eligible to do so. Many times, employees go to school part time and work part time. This is determined in partnership between labor, management, and the Education Fund. Employees should also reach out to the Education Fund to determine what funding options are available to them during this time.

For questions related to The Education Fund, employees in Colorado can reach out to the [Regional Coordinator](#).

EDUCATION FUND PROGRAMS

[The Education Fund](#) is an additional resource that offers paid time off for benefited employees represented by Local 105. Eligible employees can receive pay for time spent working toward a certificate or degree, in regional cohort training, or promoting the fund as an Ed Fund champion.

The Education Fund typically does not pay for time spent in short-term classes or training. This includes conferences or seminars, general education and pre-requisite college classes, continuing education (CE), skills development (computer, language, communication, etc.), or licensing/certification prep courses.

Non-benefited employees are not eligible to receive pay for time spent participating in Education Fund programs. However, they are sometimes eligible to receive paid time off for cohort trainings (see section below) if their employer is covering part of the wages. They also have access to tuition assistance and other programs as long as they meet [general requirements](#).

For questions related to The Education Fund, employees in Colorado can reach out to the [Regional Coordinator](#).

Wage Replacement Program

The [Wage Replacement program](#) (formerly Stipend) allows participants to reduce their work schedule by up to 16 hours per pay period. The program covers lost wages so participants can earn a full paycheck while pursuing a degree or certificate. Time can be used to attend class, study, participate in clinical or internship/externship experience, and prepare for certification or licensing exams (if applicable).

EDUCATION FUND PROGRAMS *CONTINUED*

Wage replacement supports a variety of degrees, certificate and/or training programs as long as it can lead to a position that Kaiser Permanente currently employs. Programs must be accredited and can't be self-paced. Employees should first check with their employer to make sure the program is one that meets employment requirements. There is a lifetime maximum of \$10,000 per eligible employee.

While every effort will be made to approve time off for employees, operational needs will be considered first. Applicants must have their manager's approval to take time off at the time of applying and throughout the program. Program participants can take up to 16 hours off per pay period, but this can differ by week based on the program employee is in and operational needs. Further, participants can break up the 16 hours differently every week, as long as their manager approves it.

In Colorado, employees can apply in January or August of every year. Only applicants in their last year of school or training will be considered due to a limited amount of funds. More information and the link to apply (available only in January and August) can be found on the [program's webpage](#).

Cohort Training

KP Colorado, SEIU Local 105, and The Education Fund frequently collaborate to offer training programs aimed at creating career pathways for Local 105 employees. Programs are developed in response to the needs of both the employer and the bargaining unit in the region. They are also designed to remove barriers for employees by providing paid time off, as well as tuition assistance, to complete training. In most

EDUCATION FUND PROGRAMS *CONTINUED*

instances, employees complete on-the-job training as well, and receive assistance with placement into a new position.

The Education Fund can only cover paid time off for benefited employees participating in cohort training. However, for some programs, KP pays for a portion of time off. Non-benefited employees can receive payment from their employer in these instances.

When programs are developed, a communication with details is sent out to eligible employees. Most of the time, programs are developed for a specific classification, but that isn't always the case. For more information about cohort and apprenticeship opportunities in Colorado, please contact the [Regional Coordinator](#).

Member2Member

[Member2Member](#) (M2M) is a leadership development program for benefited Local 105 employees interested in workforce development. Participants play an integral role in helping fellow Local 105 employees take advantage of the education benefits available to them. They help increase awareness and utilization of the fund by engaging in various outreach efforts in the Colorado region.

Participants can either take time off from work, with their manager's approval, or perform program activities before or after work. The Education Fund pays a wage replacement for time taken off or spent in the program.

Detailed program and application information can be found on the [program's webpage](#). Applications are accepted year round.

INITIATING CONVERSATIONS TO REQUEST TIME OFF

Employees can refer to this guide and to their contract to ensure they understand the different types of time off when requesting it. Conversations with managers should be approached from a place of partnership and compromise. Requests must be reasonable and should allow managers enough time to make adjustments to the schedule, if possible. This is especially important for longer programs requiring a significant amount of time off. The contract specifies how much time in advance employees need to give their managers for most requests. For requests not listed in the contract, such as for degree and certificate programs not requiring an education leave, it is suggested to give a notice of three months in advance.

Employees are encouraged to speak to their union and the Education Fund as early as possible to discuss ways to approach time off.

LOCAL 105 CONTACTS

Employees should [contact a steward](#) if they have questions or concerns regarding their contract and opportunities for paid time off. Stewards can serve as advocates for employees and can attend meetings with managers to request time off as needed. Contract specialists, also listed on the steward list, can be included as needed by stewards.

ADDITIONAL RESOURCES

[Kaiser Permanente Career Planning
Labor Management Partnership
Local 105, Kaiser Permanente Page](#)