

STIPEND FAQs

Q: *What type of training or degree is covered by the STIPEND Program?*

A: STIPEND supports a variety of degree or training programs in high growth healthcare related industries including, but not limited to:

• Nursing – LVN, A.D.N., BSN, MSN	• Medical Assistant
• C.N.A.	• Phlebotomy
• EMT	• MSW
• Health Care Management (AS, BS, MS)	• Health Information Management (AS, BS, MS)
• Coding	• Monitor Technician
• Surgical Tech	• Radiologic Technician
• Respiratory Tech/Therapist	• Psychology or Sociology (BA/BS, MA/MS)
• Human Resources (AS, BS/BA, MS/MBA)	• Medical Laboratory Scientist or Technician
• Business Administration (BA/BS, MBA) including emphasis in finance, accounting, management, etc.	• MS/MA in Counseling Psychology

Q: *Do I need my manager’s approval to reduce my hours?*

A: Yes. This approval must be obtained prior to submitting your online application.

Q: *How do I submit my application?*

A: You must apply online to be considered for the STIPEND Program. The application link is located at: <https://www.seiu-uhweduc.org/programs/stipend>.

Q: *Will I need to submit any additional documents when I submit the application?*

A: Yes, along with submitting the online application, **you are required to submit the following:**

1. A documentation verifying your program start and end dates (see STIPEND Webpage for details).
2. The completed Manager/Participant Agreement form. **This form can be found on the STIPEND webpage in the “Required Documents” section.**

Q: *When will I be notified of my application status?*

A: You will be notified by **email** of your status of either “Admitted,” “Waitlisted” or “Denied” two (2) weeks after the application period closes.

Q: *Can my application be denied?*

A: Yes. Here are some reasons you may be denied (one or more may apply):

- You are not an eligible employee (see the eligibility criteria information on the STIPEND webpage)
- You have not been accepted into an academic degree or training program
- Your program is not accredited by the appropriate state or national accrediting agency or organization
- Your program is self-paced
- Your academic/training program is not one in a recognized high growth healthcare related field
- Your aren’t currently enrolled or won’t be enrolled in an academic/training program by April 30, 2018
- Your end date is after June 30, 2019.

Q: *I was denied, can I reapply?*

A: If you were denied due to your start and end date, you are eligible to re-apply for the program. Please note you will have to submit a new on-line application.

Q: *Is there a limit on how much I can be paid while I am in the program?*

A: Yes, there is a life time cap of \$10,000 per KP employee. Be sure and plan accordingly as it is possible, based on your hourly pay rate, that you may reach the \$10,000 cap before you complete your program.

- Q:** *What happens if I reach \$10,000 and I am still in my training/degree program?*
- A:** You will no longer be eligible to reduce your hours and your payments will stop. You are however, still required to check-in and submit class schedules, grades and proof of completing your program.
- Q:** *How many hours per pay period can I reduce?*
- A:** All STIPEND participants can reduce from 1 hour up to 16 hours per pay period, regardless of their status of full-time or part-time. You will arrange with your manager how many hours per pay period you can reduce.
- Q:** *I am approved to reduce 16 hours per pay period. Does this mean I must reduce one full day per week?*
- A:** You and your manager will decide how to divide up the allotted 16 hours per pay period (eight hours per week). Here are some examples of how you can reduce your hours during a one week period:
- One (1) eight (8) hour day
 - Two (2) four (4) hour days
 - Four (4) two (2) hour days
 - One (1) three (3) hour day and one five (5) hour day
- Q:** *When can I start reducing my schedule?*
- If you are accepted into the STIPEND program you will be notified of the date when you can start reducing your hours. In addition, in order to start reducing, you must attend a mandatory Orientation session.
- Q:** *I reduced my hours before I was accepted into the STIPEND Program. Can I be paid retroactively?*
- A:** No. You will not be paid for hours reduced prior to your acceptance into the program.
- Q:** *I was hired in at 40 or 48 hours per pay period but regularly pick-up additional hours so I get paid for working 80 hours per pay period. Can I reduce from the 80 hours?*
- A:** No, part-time employees (40 to 48 hours per pay period) must reduce from their hired in hours, not the additional hours they pick up during a pay period.
- Q:** *Are there a minimum number of hours I have to work in order to be eligible for the program?*
- A:** You must work enough hours to remain a benefited employee. Please note that the STIPEND hours are counted towards these hours. Ex: You work 20 hours a week and will be reducing 8 hours a week. The 12 hours you work at your facility plus the 8 hours of reduction equals 20 hours and will keep you benefited.
- Q:** *Are the STIPEND payments different from my salary?*
- A:** Yes. Your STIPEND hours are paid directly from the Education Fund, so you will receive a separate check or direct deposit. **These payments aren't included in your Kaiser paycheck.** Your STIPEND payments will be reported as income to the IRS at the end of each year, which may impact your tax liability. Consider speaking with a tax adviser regarding possible tax liabilities.
- Q:** *When will I get my first payment?*
- A:** You will receive your first STIPEND payment after you start reducing. Due to processing, it may take 4 to 6 weeks for you to receive your first STIPEND payment.
- Q:** *How often will I get paid?*
- A:** STIPEND payments are processed every other week. **The Education Fund's biweekly pay cycle is different from Kaiser's pay cycle.**
- Q:** *What is withheld from my STIPEND payment?*
- A:** **Nothing** is withheld from your STIPEND payment. This includes, state and federal taxes, Social Security, disability, etc. Consider speaking with a tax adviser regarding possible tax liabilities. Please note: **While you are receiving STIPEND payments, your paycheck from your employer will be smaller.** It is your responsibility to calculate any regular deductions such as automatic payments and make sure that there are sufficient funds in your Kaiser paycheck to cover them.