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Tentative Agreement

Ed Program Subcommittee Proposal  
"Education Benefits"

Management

*Donna Marie Donehour*

Updated 8/18/2025 & 8/22/25 & 8/25/25 & 9/3/25

*Richard*

*LABOR Ghyrin*

ARTICLE 9 – EDUCATION PROGRAM

A. Bargaining Unit Education Program

1. Description: The Bargaining Unit Education Program is developed in recognition of the need for employees to receive continuing professional education. The Bargaining Unit Education Program includes an education leave component and an expense reimbursement component to use for education or professional development that contributes to continuing professional education or the enhancement of an employee's professional expertise and knowledge.
2. Eligibility: Employees working on a permanent employment status are eligible for the education program. Employees working less than between 0.5 FTE to 1.0 FTE will be provided a prorated education benefit based on FTE status. On-call and short-hour employees shall be eligible as established below.

B. Education Leave

Education Leave is hours are provided to employees as paid time to pursue professional educational goals. In addition to scheduled. The following qualify for use of Education Leave: courses, conferences, seminars, and other professional programs; home study, which may include studying for board examinations, subspecialty certifications, or recertifications or compensatory time related to education. Home study may qualify for education leave if specific goals and programs for home study are outlined and presented for approval. A leave of absence request form will be filed in advance, in no less than 1-hour increments, for all education leaves.

A Bargaining Unit member's normal compensation and benefits will not be affected while taking education leave. Patient access in the department will be taken into consideration when granting compensatory time for education leave.

Compensatory time off will be granted for travel related to education or education leave taken on a day that the employee is not scheduled to work. Upon separation, any positive education leave balance will be forfeited. Education leave requests will

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be filed in advance, in no less than 1 hour increments, and include a written description of the training following department guidelines for all other forms of leave.

1. Education Leave ~~Hours~~ ~~Accrual~~

~~The equivalent of five (5) days~~ Forty (40) hours of education leave (prorated based upon eligible employee's FTE) is credited to the Bargaining Unit member's education leave account on January 1 for the current year. Education leave hours allotted on January 1 shall not change if the employee's FTE changes within the same calendar year. New employees eligible for education leave will receive less than ~~five (5) days~~ 40 hours of education leave during their first year of employment—the amount of education leave will be determined by the Bargaining Unit member's hire date. New employees shall have access to education leave hours upon completion of their probationary period. A maximum of ~~five (5) days~~ 40 hours of unused education leave may be carried over from one year to the next and shall not exceed 80 hours.. Upon separation, any positive education leave balance will be forfeited. [moved from B paragraph above.]

C. Education Fund Committee

1. The Education Fund Committee shall facilitate the equitable distribution and promote the use of the education fund to all Professional Bargaining Unit members. This committee shall be composed of three (3) members appointed by the Professional Bargaining Unit and no more than three (3) members from the Employer, who shall serve as regular members of the committee.
2. During September of each year of this agreement, the ~~Union and the Employer~~ Committee shall meet to determine the total number of budgeted FTEs in the bargaining unit. Once determined, the Employer shall pay into the fund \$1200 times the total number of budgeted FTEs and \$800 times the number of short-hour and on call employees. [paragraph moved from Article 9.C.5]
3. An annual audit will be provided to the committee each March to include annual employee usage and residual amount. Any residual monies in the fund will be made available for that calendar year to all Professional employees, up to an additional \$2000 per employee for eligible education reimbursement. If the residual monies are less than \$600 times the total budgeted FTEs in the bargaining unit, no additional money will be available for that year. The Education Committee shall notify the bargaining unit of the audit results determining residual funds allotted for that year.



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4. The committee shall determine the amount of money an employee coded at 0.5 FTE or greater may roll over to the following year. *[moved from Article 9.C.5.]*
5. The committee shall meet at least once per quarter., with time paid at their regular rate.

**D. Education Fund Program Reimbursement** [this was Article 9 Section C]

1. ~~Employees can submit for reimbursement of qualified education expenses of up to \$1,200 per year.~~ An Employee who is coded at .5 FTE or greater shall be eligible for reimbursement ~~of an amount~~ up to ~~\$1200~~ \$1200 (prorated based upon ~~his/her~~ FTE), plus available residual allotment, per calendar year. *[moved from Article 9.C.5]* ~~On call and short hour employees will be eligible for \$800 in education reimbursement plus available residual allotment, per calendar year.~~ The calendar year for education reimbursement will begin on January 1 and will end on December 31. ~~Education expenses reimbursed during this time frame will apply towards the \$1,200 limit.~~
2. New Employees: A new employee can apply for reimbursement from the education fund during their first year of eligible employment. The amount of education funds will be prorated based upon hire date. If hired during the first half of the year (January 1 through June 30) the full amount of education funds will be available – if hired during the second half of the year (July 1 through December 31) half of the annual amount will be available. (Annual amount will also be prorated for ~~reduced~~ FTE levels.) Probationary employees will accrue but may not access fund until completion of probationary period *[conventionally 180 days for coded employees, one year for on-call]*.
3. Submitting Expenses for Reimbursements: Employees will need to submit their education expenses for reimbursement within two months of incurring the expense. Expenses more than two months old ~~will not~~ may not be accepted. *[paragraph moved from Article 9.C.4]*
4. Education Fund—Eligible Expenses: The following education expenses are eligible for reimbursement from the Education Fund.
  - a) Professional Practice License fees for initial license and renewal
  - b) Board Certification fees
  - c) Continuing Professional Education or Professional Development Seminar and Conference fees and related expenses
  - d) Travel and lodging expenses (i.e., airfare, mileage reimbursement when using own vehicle *according to mileage policy*, auto rental fees, gas for rental

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vehicle, parking fees, , travel insurance, required transportation, ~~transportation required for the education event~~, etc.)

- e) Childcare, dependent care or ~~dependent adult care~~, expenses which allow a Bargaining Unit member to attend a conference or seminar
- f) Meals while attending conferences or seminars
- g) Professional organization membership fees
- h) Professional publications
- i) Textbooks, audio books, ebooks, apps, podcasts, software, computer programs
- ~~j) Hotel accommodations~~
- k)

6. Business Expense and Training Reimbursements: The following expenses will be reimbursed as business expenses and do not apply towards the Education Fund. To assure that these items are processed appropriately, submit them separately from all education fund expenses.

- a) DEA license fees.
- b) Professional Practice license fees for secondary license (if KPNW requests licensure in a second state).
- c) Professional Practice license change fees (i.e., practice location changes, address changes, etc.).
- d) Administrative Leave expenses.
- e) Advanced Life Support Certification fees if required by employment position.
- f) Certification for neonatal resuscitation fees if required by employment position.
- g) Professional recertification and/or additional certifications required by the Employer.
- h) Employer mandated training not listed above.
- i) ~~Healthcare devices required by the employer.~~

An employee may submit a request in writing to their manager for consideration in having the department purchase a device or equipment as an outcome of training. Vetting will need to occur per current protocol for final approval. Purchase will be made solely at the discretion of management.

~~Upon ratification of this agreement, the Union and the Employer will establish a Bargaining Unit Education Fund. The Fund shall be administered by the Employer and shall be governed by a Labor Management Oversight Committee, composed of three (3) members each from the Union and the Employer. The Union and the Employer will establish the committee no later than December 1, 2005.~~



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~~An Employee who is coded at .5 FTE or greater shall be eligible for reimbursement of an amount up to \$1200, prorated based upon his/her FTE. An Employee coded at less than .5 FTE may apply for reimbursement from residual funds.~~

~~The Labor Management Oversight Committee shall determine the amount of money an Employee coded at .5 FTE or greater may roll over to the following year. The calendar year for education reimbursement will begin on January 1 and will end on December 31.~~

#### D. Bargaining Unit Administrative Leave Policy

This policy applies to attendance at meetings by employees in an official capacity as a speaker for Kaiser Permanente.

1. Administrative Leave: A Bargaining Unit member may apply for up to a maximum of three days of administrative leave within each six-month period. One day is granted for the presentation and up to two days for travel to and from the meeting if the meeting is outside the Portland, Oregon metropolitan area.
2. Expense Reimbursement: KPNW will reimburse one-half of all expenses up to a maximum of \$500 per six-month period. The speaker may retain any stipend or honorarium received.
3. Approval: Approval must be obtained prior to the requested leave from the appropriate manager.
4. Submitting Expenses for Reimbursements: Employees will need to submit their education expenses for reimbursement within two months of incurring the expense. Expenses more than two months old will not be accepted.

#### E. Tuition Reimbursement

The Tuition Reimbursement Program on the Human Resources [website](#) will remain status quo.