



OVERVIEW OF LONG-TERM TRAINING CRITERIA

WHAT IS THE FBA EDUCATION FUND?

The Fund supports members in the facilities subsector collective bargaining agreement to take training/education either to upgrade within their own job classification, or to improve their mobility into any other job classification with the facilities subsector agreement. Members apply directly to the Fund with requests.

As of summer 2011, the Fund has a new \$1.25M to allocate for training. This round of training allocations will build on the Fund's history – a total of \$7.5M has been put into the Fund since it was first negotiated in the 2006-2010 facilities subsector collective agreement.

Members of the Facilities Subsector Bargaining Association (FBA) unions control the Fund and make all allocation decisions.

WHO IS THE FBA?

The FBA is the multi-union bargaining agent representing about 38,000 health care workers in British Columbia.

The Hospital Employees' Union is the largest of the 10 unions – representing about 35,000 members – followed by the British Columbia Government and Service Employees' Union covering 1,300 members.

The other unions are: the International Union of Operating Engineers; the Construction and Specialized Workers' Union; the International Brotherhood of Electrical Workers; the United Steelworkers of America; British Columbia Nurses' Union; the United Brotherhood of Carpenters and Joiners; International Union of Painters and Allied Trades, and the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry.

OVERVIEW OF CRITERIA TO BE ELIGIBLE FOR FUNDING

- An applicant must be a regular employee (Full Time or Part Time), or a Casual employee who has completed 488 casual hours in their current position.
- The applicant must work in a facility or a department of a facility covered by the Facilities Subsector Collective Agreement.
- The training/education must be to upgrade within one's current classification, or move into another classification that is also covered by the Facilities Subsector Collective Agreement.
- Applicant must attend a public training institution for the training.

WHO MAY APPLY FOR FUNDING?

Current employees (regular and casual) covered by the facilities subsector collective agreement are eligible to apply for funding.

Employers confirm employment status by signing the *Confirmation of Employee Status/Leave Form* in the application. Employers are asked to supply the FTE for a regular employee and/or confirm that a casual employee has completed more than 488 hours of work.

WHAT TRAINING AND EDUCATIONAL OPPORTUNITIES WILL THE FUND COVER?

The training/education must be in a job classification that is in the facilities subsector collective agreement. The majority of the training should be complete by March 31, 2012.

The Fund covers two types of training – short-term and long-term.

LONG-TERM TRAINING

Long-term training provides members with opportunities to change jobs/careers within the facilities subsector collective agreement.

These courses require more than 20 days of in-class or practicum time.

The deadline for long-term training applications is **October 28, 2011**. Applications will be prioritized for funding (*see explanation under How will long-term training applications be prioritized?*). Future deadlines will be announced dependent on availability of funds.

EXAMPLES OF LONG-TERM TRAINING:

- care aide to LPN
- sterile supply to pharmacy technician
- health records clerk to nursing unit assistant
- laundry worker to accounting clerk

The Fund will pay up to \$3,500 for the cost of the training program and course materials.

Other funding sources include: B.C. Student Loans, Canada Student Loans, B.C. Ministry of Advanced Education Nurses Education Bursary, Adult Basic Education Student Assistance Program (ABESAP).

The Fund will pay a training allowance up to \$100 per day for unpaid education leave approved by your employer to attend in-class or practicum training days (for example: 20 days of approved leave could be \$2,000 a month for an employee working full-time hours). This amount will be pro-rated for employees working part-time or less than 7.5 hours per day.

Casual employees requesting the equivalent of unpaid leave will need to submit payroll proof of hours and shifts worked in the six months prior to this application (i.e. application date June 2010; proof of hours and shifts worked from December 2009 to May 2010). *See Frequently Asked Questions for a detailed explanation of the training allowance.*

WHAT IS THE TRAINING ALLOWANCE FOR?

The training allowance may be used for transportation, benefits, daily expenses, etc.

WILL ANY BENEFITS BE COVERED?

The FBA Education Fund Committee was unable to get provincial agreement from the health authorities to pay the costs of continuous medical, dental and extended health benefits while members are on leave for training in skills shortage areas.

Some health authorities have indicated they are prepared to consider maintaining benefits. Members should request continued coverage from their employer. Benefits remain covered for the first 20 days of leave. If

the health authority will not continue benefits after 20 days, a member may purchase benefits (approximately \$20 per day); members should speak to their payroll/benefits department.

WHAT TRAINING AND EDUCATION WILL **NOT** BE COVERED?

- conferences and professional association meetings;
- employer in-service training;
- self-help, personal interest and leisure courses;
- courses leading to jobs outside the FBA bargaining unit;
- out-of-country courses;
- out-of-province courses (except correspondence), and
- courses through private educational institutions.
- training for which the majority of the course occurs after March 31, 2012.

Also, members covered by other training funds negotiated in the 2010-2012 collective agreement, may not be eligible for FBA Education fund money:

- If a member is eligible for the Joint Re-Training Fund, they will be expected to apply to that Fund instead. Members who are displaced as a result of contracting out should contact their local shop steward and/or union servicing representative for information on accessing re-training funds, and may contact the Joint Re-training Fund directly at 604-456-7184 (or toll-free: 1-877-476-7184, or email at <jointbill29retraining@heu.org>.
- If a member receives training that is financially supported by the BC Health Education Foundation, that training will not be eligible under the FBA Education Fund.

WHERE CAN TRAINING BE TAKEN?

The course/program should be taken at a British Columbia public post-secondary college or institute, or a B.C. School District Continuing/Adult Education program.

IS APPROVAL/PROOF OF TAKING THE COURSE NEEDED?

Confirmation of Employee Status and Leave Approval Form: The Confirmation of Employee Status section of the form **MUST** be completed and submitted with **ALL** applications to be considered for FBA funding.

Registration: There must be written proof from the institution of course registration and/or a confirmed start and end date for the training. This also needs to be submitted with the FBA Education Fund application form.

WHAT ARE THE TIMELINES FOR APPLYING FOR FUNDING?

The long-term training application deadline is **Oct. 28, 2011**. Future deadlines will be announced dependent on availability of funds.

Applications for programs/courses that begin April 1, 2010, or later, and will have the majority of training complete by Mar. 31, 2012, will be considered.

HOW DO I APPLY?

For detailed information on how to apply, or to download the *Application Form*, check your union's website.

If you want a printed copy of the application form and FBA Education Fund information, contact your local shop steward, local executive or union servicing representative, or call the FBA Education Fund at **604-456-7146** or toll-free **1-800-663-5813, extension 7146**.

HOW WILL LONG-TERM TRAINING APPLICATIONS BE PRIORITIZED?

Approval is based on meeting the basic criteria. In addition, the committee will consider the occupational, regional and union distribution of applications.

HOW IS THE DECISION ABOUT FUNDING MADE?

The FBA Education Fund Committee has set the criteria for the funding application process. The FBA Education Fund Administrative Assistant will review each application, apply the rules, and make a decision on the funding. The Administrative Assistant will consult with Committee members, if needed.

Successful applicants may receive funding for **one** short-term and **one** long-term training program. However, members applying for a second time will only be considered after first-time applicants have been processed.

IF A FUNDING APPLICATION IS DENIED, IS THERE AN APPEAL PROCESS?

An appeal process is in place.

Remember: The FBA Education Fund will **not** cover all your expenses during long-term training. The Fund will pay up to \$3,500 for training costs and course materials.

The Fund will pay a training allowance/per diem up to \$100 a day for members on approved unpaid leave to attend training days (pro-rated for employees working part-time or less than 7.5 hours a day). For example, a full-time member taking a six-month leave could receive about \$12,000.

**FREEDOM OF INFORMATION AND PROTECTION
OF PRIVACY (FOIPOP)**

FOIPOP protects members from unauthorized use of their personal information. You will be asked to sign the funding application giving the FBA Education Fund Committee permission to:

- verify information that you provide with unions, employers, educational institutions and/or other funding sources;
- use your information in statistic reports on the FBA Education Fund, and
- be included in a follow-up survey to determine the success of the Fund.

For more information, visit your union's website.