# **The Education Fund**

Empowering potential.

SEIU-UHW & JOINT EMPLOYER EDUCATION FUND

Dear Manager/Supervisor,

You are receiving this letter and form because one of your employees is applying to SEIU-UHW West & Joint Employer Education Fund for Wage Replacement. We want to provide you with information about the Education Fund and the Wage Replacement processes and procedures.

#### **SEIU-UHW West and Joint Employer Education Fund**

- SEIU-United Healthcare Workers West and Joint Employer Education Fund created through the collective bargaining process between SEIU-UHW West and Employers who contribute to the Fund.
- The Education Fund is an education benefit much like a health benefit.
- Employers provide funding for the Education Fund's programs and services.
- We offer training, professional development, and educational support services to eligible SEIU-UHW members across multiple states and employers.

### Wage Replacement

In partnership with your Employer, the Education Fund offers Wage Replacement to employees to succeed in an educational training program for career advancement:

- The Education Fund provides the funding, administers the wage replacement, and pays the employee directly (payment does not come out of your departmental budget).
- To be eligible to apply, an employee must be full-time or part-time working 20+ hours per week, benefitted, past their probation, and represented by an SEIU bargaining unit.
- Applicants must be enrolled in an accredited academic degree or training program.
- Employees can reduce their schedule from one (1) hour up to 16 hours per pay period; to attend classes, study, and/or participate in clinical rotations/externships.

#### There is a lifetime cap of \$10,000 per employee.

#### Manager/Employee Agreement Form

This agreement form is designed to accomplish the following:

- 1) Determine the parameters of the maximum amount of reduction in time that will be allowed for the employee.
- 2) Acknowledge that, **if accepted**, the employee will be able to reduce their work schedule until they complete their training program or until they reach their maximum lifetime benefit of **\$10,000**.

Sincerely,

The Wage Replacement Team SEIU-UHW & Joint Employer Education Fund

Questions: Contact info@theedfund.org

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### WAGE REPLACEMENT MANAGER/ EMPLOYEE AGREEMENT FORM

∟mpioyee	Last Name: Smith	n	_First Name: Sa	ııy		
EDUCATIO	ON/TRAINING INFO	PRMATION				
Academic/	Training Program:	Nursing	School:	De Anza Colle	ge	
Program st	tart date: <b>9/01/2023</b> _	(MM/DD/YY)	Program expe	ected end date: <b>1</b> 2	<b>2/31/2025</b> (MM/DD/Y)	Y)
Please rev	view and fill out the	following information;	no late forms will	be accepted.		
to 16 h	nours per pay period	manager agree to a mod d. The Education Fund red e payments. The employe hool breaks, etc.).	quires the employ	ee to work less t	han the original hours	s they were
Please che	eck to acknowledge	that this agreement has b	een discussed.	X Yes N	0	
to 16 they r • Exam	hours per pay perionary pick up during a nple of full-time 16	ease note: A pay period and Part-time employees a pay periodhour reduction: Emplo 6-hour reduction: Emplo	can only reduce to yee reduces from	from their hired h	ours not from any add ny period <b>(not per we</b>	ek) to 64 hours
		urs the employee will reduiod for a total of16		ee will reduce fr	rom <u>80</u> hours	per pay period
immed Progra	diately but no later am. Please indicate 02 Month		v have been offic oyee will start rec 2024 Year	cially accepted in ducing his/her how	nto the Wage Repla urs:	cement
		vill not pay employees v gram; Wage Replaceme				nce into
Education information	Fund's Program and provided on this for I provided on this for Ijusted in the futur	with my manager/supervide this Manager/Employee rm is correct. I also undere.	e agreement. I un	derstand this agr artmental needs	eement and certify the	at all the
Employee	(signature)			Date		
Program the verify this eagreement also under	ney will be supported employee will be wo and is intended to	this employee is accept until the completion of the orking the reduced schedule help me and my employeental needs may change a	eir academic pro ule outlined abov e discuss schedu	gram, or until the e. I acknowledge uling based on de	maximum award is re that this is not a bind partmental and opera	<u>eached</u> . I ding
Manager/S	Supervisor (Print Na	ime)	Signature		Date	
Please ma	ge Replacement P	12 Mar form for your records. F rogram. Forms that have	orms must be d		months of the emp	

• This form and proof of program enrollment must be upload when submitting the online application through the MyEdFund portal.

Questions: Contact info@theedfund.org

Completion of this form does not indicate the employee has been accepted into the Wage Replacement

Rev. 11/29/2023

Program.

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## WAGE REPLACEMENT MANAGER/ EMPLOYEE AGREEMENT FORM

Employee Last Nam					
EDUCATION/TRAINI	NG INFORMAT	ION			
Academic/Training Pr	ogram:		School:		
Program start date:		(MM/DD/YY	) Program expected end d	ate:	(MM/DD/YY)
Please review and fi	ll out the follow	ing information	n; no late forms will be accepted	d.	
to 16 hours per p	ay period. The E to receive paym	Education Fund in the second i	odified/reduced work schedule requires the employee to work byee will notify their manager a	less than th	ne original hours they we
Please check to ackno	owledge that this	s agreement has	s been discussed. Yes	☐ No	
to 16 hours per they may pick u • Example of full	pay period. Par p during a pay p -time 16-hour r	t-time employee period. reduction: Emp	od is two weeks. Full-time and Fest can only reduce from their his ployee reduces from 80 hours poloyee reduces from 40 hours poloyee	ired hours n oer pay peri	not from any additional hi iod <b>(not per week)</b> to 64
Please indicate how r			duce: <b>The employee will red</b>	uce from _	hours per pay pe
tohours per pa	• .				4 doto 41 - 1 - 1
tohours per partici  In order to partici immediately but	pate in the prog	ram, once offic 30 days after th	ours ially accepted, the employee ey have been officially accep ployee will start reducing his/h	oted into th	
tohours per partici  In order to partici immediately but	pate in the prog	ram, <b>once offic</b> 3 <b>0 days after th</b> the date the em	ially accepted, the employee ey have been officially accep	oted into th	
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accepted.