

FBA education fund

OVERVIEW OF LONG-TERM TRAINING CRITERIA

WHAT IS THE FBA?

The Facilities Bargaining Association (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 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.

WHAT IS THE FBA EDUCATION FUND?

In the 2006 round of bargaining, the FBA secured a \$5 million education fund to assist regular employees in taking courses related to their current job or to advance their career in health care through more extensive training programs. The Fund is for the current 2006–2010 collective agreement for the Health Services & Support Facilities Subsector.

WHO MAY APPLY FOR FUNDING?

Any HEU member who is a **regular** full-time or part-time employee or a **regular** displaced employee on layoff within his/her recall period is eligible to apply for funding.

Licensed Practical Nurses have a dedicated fund – the [*B.C. Health Education Foundation*](#) – within each health authority and available to the affiliates – totalling \$3.5 million over the next four years – for continuing education and specialty training. Contact your Nurse Leader or your immediate supervisor for information on this fund.

WHAT TRAINING/EDUCATION WILL THE FUND COVER?

The training/education must be in a **job classification that is in the facilities subsector collective agreement**.

The Fund covers two types of training – **short-term** and **long-term**. For information on [short-term training](#), visit your union's website.

WHAT IS LONG-TERM TRAINING?

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

- These courses can range in length from more than 20 days up to 12 months.
- Upcoming deadlines for long-term applications are: **June 15, 2007, October 18, 2007, March 13, 2008, June 19, 2008** and **October 16, 2008**, and will be prioritized for funding (*see explanation under How will long-term training applications be prioritized?*).
- The Fund will pay **up to \$3,500** for the cost of the training program and course materials; [other funding sources](#) include the FBA/Vancity Education Loan Program, B.C. Student Loans, Canada Student Loans, B.C. Ministry of Advanced Education Health Care Scholarships (including Nurses Education Bursary), Adult Basic Education Student Assistance Program (ABESAP).

*Written proof of funding approval must be provided to the FBA Education Fund **prior to the course start date**. This means that you may be approved for funding from the FBA Education Fund **pending** confirmation of your other funding.*

EXAMPLES OF LONG-TERM TRAINING:

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

- The Fund will pay a training allowance up to \$60 per day for unpaid education leave approved by your employer to attend training (for example: 20 days of approved leave could be \$1,200 a month for a full-time employee). This amount will be pro-rated for employees working part-time or less than 7.5 hours per day.
- In rural and remote areas, additional costs may be considered on an individual and/or group basis.

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/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 (*see next section Where can training be taken?*)

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.
- **Leave:** If a leave is needed, the employer must pre-approve the leave in writing on the [Confirmation of Employee Status and Leave Approval Form](#). **This form must be submitted with the completed application form to the FBA Education Fund.**
- **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?

- Applications for programs/courses that begin **September 1, 2006**, or later, will be considered.
- **Long-term training** application deadlines are:
 - June 15, 2007
 - October 18, 2007
 - March 13, 2008
 - June 19, 2008
 - October 16, 2008

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 servicing representative; or call the FBA Education Fund at **604-456-7146** or toll-free at **1-800-663-5813, extension 7146**.

HOW WILL LONG-TERM TRAINING APPLICATIONS BE PRIORITIZED?

The FBA Education Fund Committee anticipates accepting approximately 50 members in each intake. Approval is based on meeting the basic criteria. In addition, the Committee will consider the occupational and regional distribution of applications.

An applicant, who meets the criteria but is not funded because the intake limit for the period has been met, will be given priority funding in the next intake (if the member still meets the criteria).

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 Coordinator will review each application, apply the rules, and make a decision on the funding. The Coordinator 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 \$60 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 \$7,200.

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.