

Philadelphia Hospital and Health Care

District 1199C Training and Upgrading Fund

Summary Plan Description



DISTRICT 1199C TRAINING AND UPGRADING FUND BOARD OF TRUSTEES

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Mission of the District 1199C Training and Upgrading Fund

The District 1199C Training and Upgrading Fund is a Labor Management Partnership dedicated to addressing the education and training needs for both healthcare and human services workers and Delaware Valley employers.

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THE BENEFIT PLAN INTRODUCTION

This booklet explains how employees covered by collective bargaining agreements with District 1199C can train for careers and higher paying employment opportunities within the healthcare field through the assistance of the Philadelphia Hospital and Health Care District 1199C Training and Upgrading Fund. This is the Plan Document which describes the Plan of Benefits.

From the beginning, a major goal of District 1199C of the National Union of Hospital and Health Care Employees, AFSCME, AFL-CIO has been to win for its members the right to advance themselves economically and socially by providing the educational opportunity needed for higher-paying opportunities in their chosen field. Contributing Employers have a similar commitment to provide training needed to ensure the availability of qualified healthcare personnel on all levels.

DEVELOPMENT OF THE TRAINING FUND

In 1969, as a result of successful collective bargaining efforts by District 1199, the Hospital League District 1199 Training and Upgrading Fund was established in New York City. By 1972, 80 hospitals and nursing homes were contributing to the Training Fund, providing training and upgrading opportunities to over 40,000 members of the National Union of Hospital and Health Care Employees.

Following the example in New York, the leaders of the newly established District 1199C in Philadelphia began negotiating for a Training and Upgrading Fund immediately after the organizational victories of the early 1970s. The determination and commitment of the Union combined with the overwhelming support of the District 1199C membership for upgrading opportunities led to the establishment of the Philadelphia Hospital and Health Care District 1199C Training and Upgrading Fund in September of 1974.

GOALS OF THE TRAINING FUND

To meet healthcare workforce demands, the new Union took these formal steps:

- 1. The Training Fund was formally established by an "Agreement and Declaration of Trust," which outlines the goals and objectives of the Training Fund. A Board of Trustees, with an equal number of Union and Employer representatives, was then established to administer the Training Fund.
- The original Trust Agreement was signed by representatives of nine of Philadelphia's major hospitals and union representatives. The purpose of the Training Fund is spelled out in Article III of the Agreement, as follows:

"The purpose of the Trust Training Fund, among other things, shall be . . . to plan for, develop, establish and implement programs and procedures for training, retraining, education and upgrading of employees, to the end that existing shortages of healthcare personnel may be alleviated and employees may have increasing

opportunities for improvement, promotion, advancement, and upgrading... and to provide increased employment opportunities; training and upgrading in the healthcare industry and to recruit employees therefore..."

- 3. The Trust Agreement dictated that the Training and Upgrading Fund was to be a non-profit educational trust Training Fund supported by Employer contributions derived through collective bargaining between the Union and individual Employers.
- 4. The Agreement also declared that the Training Fund shall conduct ongoing research into the health workforce needs of hospitals and other healthcare institutions and that financial support be sought from federal, state and municipal governments as well as private agencies to meet the ever growing training needs of healthcare employees.

STUDENT RESPONSIBILITIES

Most members know and appreciate that the Training and Upgrading Fund (Training Fund) offers a unique opportunity for advancement. Memberstudents should also be aware that once they are accepted and placed in a Training Fund sponsored program, they have specific responsibilities to the Training Fund as detailed below:

- 1. Students are required to attend class on a regular basis. Unsatisfactory attendance is grounds for being dropped from the Program.
- Students are expected to demonstrate the necessary commitment, progress, and ability to cope with their course of study. Because the resources of the Training Fund are limited, only those who apply themselves diligently will be allowed to remain in the program.
- 3. Students are required to notify the Training Fund promptly if any problems arise (illness or personal issues) that may result in prolonged absence from classes. Failure to notify and clear with the Training Fund any change in academic status could result in being dropped from the Program.

The Training Fund reserves the right to withdraw support from any student who shows an unwillingness or inability to keep up with the requirement of his or her Program.

The staff of the Training Fund is committed to a full range of opportunities and supportive services to ensure that member-students are able to achieve their educational goals. The responsibility and commitment of the member-student are key components of any successful program. Members should understand that training is a two-way street. The responsibility and commitment of the member-student are key components of any successful program.

GUIDANCE AND COUNSELING

A full range of counseling and assessment services is available to applicants seeking admission to programs sponsored by the Training Fund. Free academic assessments are available weekly during morning and evening hours at the Training Fund's Breslin Learning Center. Career planning services

are available at the Training Fund's Breslin Learning Center. Educational counselors can provide information on the many different healthcare occupations and career opportunities, Training Fund benefits and programs, educational offerings at area colleges and universities, government-sponsored aid and private financial programs, and college admissions. Applicants may take advantage of these services simply by calling the Training Fund and arranging for an appointment.

RETRAINING

The Training and Upgrading Fund was established in order to give District 1199C members the opportunity to upgrade. Recent trends in the healthcare industry, however, have made even job survival an important issue for many members. The Training Fund attempts to warn and work with members in job classifications which are being threatened with cutbacks and elimination. The members who have had the most success in retraining and obtaining new healthcare jobs are those who were academically prepared before layoffs occurred. The Training Fund therefore strongly encourages members to participate in remedial or part-time studies to prepare themselves for higher level healthcare training.

CONTINUING EDUCATION

The Thomas Breslin Learning Center, named in honor of the founding Training Fund Director, is the training facility of the District 1199C Training and Upgrading Fund. In addition to the Full-Time Scholarship Program and Tuition Reimbursement Program available to union members, the Training and Upgrading Fund conducts a Continuing Education Program. Continuing Education courses are taught at the Breslin Learning Center, which offers a flexible schedule of basic education, computer, college preparation, collegiate programs, and credentialed technical training.

ELIGIBILITY FOR CONTINUING EDUCATION PROGRAMS

- Applicants must be members of District 1199C in good standing and be employed in a bargaining unit covered by the Training and Upgrading Fund. Membership in District 1199C applies only to bargaining units where union membership is a condition of employment. Employees shall be considered members of the Union in good standing if they tender their periodic dues and initiation fee uniformly required as a condition of membership.
- Applicants must complete the application for admission and be willing to participate in all phases of the program, as prescribed by the Training Fund.
- Once enrolled, a member-student is required to demonstrate the necessary commitment needed to progress satisfactorily in his or her course of study.
- 4. Regular class attendance is mandatory. The Training Fund reserves the right to drop any member-student who demonstrates a record of excessive absenteeism or lack of commitment to completing a particular course of study in a reasonable amount of time.

PHILOSOPHY

The Breslin Learning Center offers programs not available at other schools or colleges or not offered at times and places convenient for members. The courses are generally directed toward preparation for advanced training or professional development. The Center is committed to meeting the educational needs of the membership, and it welcomes members to attend classes on their own time or participate in workplace programs in collaboration with partnering Employers.

BRESLIN LEARNING CENTER FACILITY

The Breslin Learning Center is located at 100 South Broad Street, 8th, 9th and 10th floors. The Center occupies three floors and contains equipment for healthcare training, four computer laboratories, two nursing laboratories, a library, classrooms, and a cafeteria.

FREQUENTLY OFFERED PROGRAMS

The following programs are frequently offered at the Training Fund's Breslin Learning Center:

College and Career Readiness Programs

Academic Refresher Classes GED and Fast-Track GED English Language Learning/Civics Reading Improvement Class

Pre-College Preparation Programs

Pre-College Writing/Pre-College Algebra Pre-Allied Health/Nursing

CPR and First Aid Certification

Career Pathway Programs

Nursing Career Pathway Programs
Practical Nursing Program
Nurse Aide and Nurse Aide Specialty Classes
Home Health Aide

Health Information Career Pathway Programs Electronic Health Records Certificate Program Courses include:

- Communications and Customer Service
- Introduction to Medical Terminology
- Introduction to Health Information/Informatics
- International Computer Driving License (ICDL)
- Medical Insurance, Claims Processing, and Reimbursement Camden County College 39-Credit Medical Coding Certificate

Allied Health Career Pathway Programs
Pharmacy Technician
Telemetry Technician
Animal Laboratory Technician Program

SPD Technician (Supply, Processing and Distribution) Program Radiology Board Review Courses

Advanced certification examination preparation in the following areas:

- Mammography
- Computer Tomography (CT)
- Vascular Technology
- Ultrasound

Behavioral Health Career Pathway Programs

Behavioral Health Technician

Philadelphia University Behavioral Health 30-Credit Certificate and Associate's Degree in Health and Human Services

Early Childhood Education Career Pathway Programs

Child Development Associate

Professional Development Workshops

Community Care Career Pathways Program

Community Health Worker

Medical Assistant

Occupational Health, Environmental and Food Programs

Health Workers Working Healthy (HWWH)

Safety Champion

ServSafe – National Restaurant Association

Temple Hospital Environmental Services (EVS) Training

Career Services

Career Coaching
Job Placement Services
Academic Assessment Center
Career Exploration
Career Planning Workshops:

- Developing a career and educational plan
- Resume writing and interviewing techniques
- Building a professional network

Professional Development Courses

Basic Computer Skills
Communication and Public Speaking Skills
Leadership Essentials
Business Writing
Financial Planning

Youth Services

In School Youth Programs

- Summer Health Career Programs
- 21st Century Healthcare Continuum Program

Out of School Youth Programs

Nurse Aide Training Program

• GED-to-College Program

• Fast-Track GED Program

Healthcare Career Day for High School Students
SAT Prep Course
Family College Night

The above list is subject to change.

TUITION REIMBURSEMENT

The Tuition Reimbursement Program serves eligible members in several different ways. For example, a member may wish to complete prerequisites for admission to an advanced-degree program. The Tuition Reimbursement Program is designed to provide the means to accomplish this. Many member-employees (particularly technicians and professionals) use the Tuition Reimbursement Program simply to advance their skill proficiency. In many cases, members have actually completed graduate and undergraduate degrees while still employed and receiving tuition reimbursement from the Training Fund. In addition to those who have used the program to complete degrees, many members have successfully gained entry to advanced, full-time programs as a result of course work completed with tuition reimbursement.

In addition, the Tuition Reimbursement Program reimburses many members pursuing vocational or craft training programs. For example, maintenance craft workers covered by the Training Fund have successfully completed courses with tuition reimbursement.

Full-time member-employees meeting requirements are eligible for up to \$5,000 per academic year in tuition reimbursement. Part-time employees meeting requirements are also eligible for tuition reimbursement under this program, on a pro-rata basis. If, for example, a part-time employee works 20 hours per week or one-half of a normal full-time work load, he or she will be eligible for one-half of a normal full-time employee's reimbursement. *Unless an applicant receives approval in writing from the Training Fund, he or she will not receive reimbursement for training or education expenses.*

Under the Tuition Reimbursement benefit, members may be reimbursed for academic courses, seminars and conferences, and the fee associated with initial state, professional, or federal certification and/or licensure. Please review the appropriate sections below for more details on specific eligibility requirements.

TUITION REIMBURSEMENT FOR ACADEMIC COURSES ELIGIBILITY AND APPLICATION PROCEDURES

1. Applicants must currently be employed in a bargaining unit covered by the Training Fund benefit and be a member of District 1199C for six months before being eligible for payment. Membership applies only to bargaining units where union membership is a condition of employment. Employees shall be considered a member of the Union in good standing if they tender their periodic dues and initiation fees uniformly required as a condition of membership. Members eligible for full tuition reimbursement from their institutions will not be eligible for payment from the Training Fund.

- Member-students must apply for tuition reimbursement three (3) weeks prior to the start of the course. A new application must be submitted for each semester at least three (3) weeks in advance of the semester's start.
- 3. Receipt of written approval from the Training Fund prior to the start of class is a requirement of the Tuition Reimbursement application procedures. Unless an applicant receives approval in writing from the Training Fund, he or she will not receive reimbursement for training or education expenses. The member-student must submit their application three (3) weeks in advance of the semester's start date. The Training Fund will provide written approval or denial of the application within three (3) weeks of receipt of the application request.
- 4. As a one time courtesy, only for students who have not used the Tuition Reimbursement benefit previously, the Training Fund will consider late applications received prior to the end of the semester.
- 5. For programs offered by educational institutions which are not Middle States accredited and for programs that are non-credit, course descriptions, curriculum overview, and tuition information must be provided at the time of application. An application will not be considered complete until this information is received by the Training Fund.
- 6. The Training Fund reserves the right to reject inappropriate courses.
- 7. The Training Fund reserves the right to require that the member-student participate in a counseling session with Training Fund staff prior to a decision on the application for reimbursement. For example, counseling may be required when the member-student is requesting reimbursement for a course or program offered by an educational facility that is not Middle States accredited or where the member-student does not have the ability to benefit (this may include programs where the cost of the course exceeds the Training Fund's reimbursement, member-students will need to access loans, and the employment that the student qualifies for upon completion of the program is considered a low wage job).
- 8. The Training Fund reserves the right to deny approval for a course or program already offered by the Training Fund itself.
- 9. The Training Fund will not reimburse a member-student for late applications that request reimbursement for courses that ended prior to the current fiscal year (prior to June 30th).

PLEASE NOTE—The Training Fund is not responsible for applications, receipts, or transcripts sent through the mail or fax.

TUITION REIMBURSEMENT FOR SEMINARS AND CONFERENCES ELIGIBILITY AND APPLICATION PROCEDURES

Under the Tuition Reimbursement Program, members may attend conferences and seminars. The Training Fund will reimburse the registration costs but not travel, lodging, or food expenses. The application process and payment process are the same as described for academic courses although

consideration of applications will be implemented according to the provisions detailed in this section.

Tuition reimbursement applications for seminars and conferences will be reviewed and approved on a case by case basis based on the following standards:

 The seminar or conference is provided by or recognized by a state healthcare related licensing organization or generally recognized by a healthcare professional practitioner association

OR

- Continuing education credits awarded by an educational or professional organization may be earned OR
- The conference or seminar has a professional development purpose

The Training Fund will provide reimbursement for classes that prepare a member-student to pass the driver's license test; however, driver's license fees are not covered.

As part of the application approval process, a program description of the seminar or conference and associated charges must be provided at the time of application. An application for a seminar or conference will not be considered complete until this information is received by the Training Fund.

TUITION REIMBURSEMENT FOR TEST FEES ELIGIBILITY AND APPLICATION PROCEDURES

The application process and payment process are the same as described for academic courses although consideration of applications will be implemented according to the provisions detailed in this section.

The fee associated with initial state, professional, or federal certification and/or licensure can be reimbursed if the member-student has submitted a request for approval in advance of taking the test and, once the test results are obtained, shows proof of payment and proof that the certification or licensure was obtained.

Reimbursement for the cost of the General Equivalency Diploma (GED) examination is allowable.

Course work that prepares the member-student for a state, professional, or federal certification or licensure can be reimbursed if the member-student has submitted a request for approval in advance of taking the test and shows proof of passing the state, professional, or federal certification or licensure.

As part of the application approval process, proof of registration for the test must be provided at the time of application. An application will not be considered complete until this information is received by the Training Fund.

TUITION REIMBURSEMENT PAYMENT PROCEDURES

 For academic courses, member-students must submit the following documents by the cutoff dates specified below in #5 of this section: an official transcript or official documentation of grades (with a "C" or better); a financial statement from the school providing information on tuition costs and financial aid that the member-student is receiving: and, a receipt indicating the amount paid for tuition. For seminars and conferences, member-students must submit proof of attendance (certificate of attendance, agenda, program, etc.) and proof of payment. For test fees, member-students must submit proof of passing the test and proof of payment.

- 2. Tuition reimbursement will only be provided for courses in which the member-student has received a grade of "C" or higher. The tuition reimbursement for a non-graded course will be determined by the Training Fund, which will base its decision on the equivalent of a passing grade for the course.
- 3. The Training Fund does not reimburse for the cost of certain fees, such as late fees, installment payment fees, health insurance fees, and other non-allowable costs. The Training Fund does not reimburse for room and board or books and supplies under the Tuition Reimbursement Program.
- 4. Member-students are required to apply for financial aid. Grants and scholarships received by the student that do not have to be repaid in the future will be applied against allowable tuition and fees in calculating the tuition reimbursement payment. In determining the amount of the Tuition Reimbursement, the Training Fund shall offset the amount of the reimbursement for member-students who receive or become eligible for grant aid or other financial support from a foundation, government agency, or other source to which funds do not have to be repaid in the future.
- 5. For member-students seeking tuition reimbursement, the cutoff dates for submission of receipt of grades, proof of tuition payments and financial aid documentation are the following: the last Friday in June for courses in the Spring semester; the last Friday in September for the Summer semester; and, the last Friday in March for the Fall semester.

TUITION ASSISTANCE

The Training and Upgrading Fund's voucher program permits member-students to take up to 6 credits each semester, up to a maximum of 24 credits per year, with no out-of-pocket costs. Colleges participating in the voucher program will be paid directly by the Training and Upgrading Fund. Member-students must obtain all approvals and meet all eligibility requirements under the Tuition Reimbursement Payment Procedures. Member-students must provide certification of enrollment. Tuition will be refunded by the education provider to the Training Fund if the student withdraws within the required timeframe specified by the educational institution. The member-student will be required to reimburse the Training Fund for tuition paid by the Training Fund if the member-student fails to achieve a grade of C or better, and will be notified that use of the Training Fund benefit will be suspended until such time as the student reimburses the Training Fund for the tuition paid by the Training Fund. Member-students can contact the Training Fund each semester for a revised list of colleges participating in the voucher program.

FOR MORE INFORMATION ON THIS UPFRONT PAYMENT PROCEDURE PLEASE CONTACT THE TUITION REIMBURSEMENT OFFICE

JAMES T. RYAN FULL-TIME SCHOLARSHIP AND STIPEND PROGRAM

PROGRAM DESCRIPTION

Named in honor of the Training Fund's Director who served from 1976 through 2001, the James T. Ryan Full-Time Scholarship and Stipend Program is designed to enable eligible member-employees to overcome the traditional barriers to advancement, allowing workers the opportunity to pursue full-time studies, free from the pressures of the workplace and free from the financial burdens many workers face when forced to resign a job to attend school.

Once accepted by the Training Fund as a full-time student, the member is released from normal duties by the Employer and placed on educational leave-of-absence. These arrangements must be made in accordance with the policies of the Employer and with the approval of the Training Fund.

Released for full-time study, the member-student is placed on an educational stipend which is re-calculated periodically based on the regional cost of living.

The Training Fund provides a tuition scholarship up to \$10,000 annually for one or two years, a partial allowance for books and uniforms, and some support for tutoring. Tuition Scholarship support will only be provided for programs that are full-time and will result in a degree or diploma of completion within two academic years from the time that the scholarship is awarded. Students must continue to pay union dues, in accordance with the Union security provisions of the collective bargaining agreement between their Employer and District 1199C.

After a student is officially accepted and has begun the James T. Ryan Full-Time Scholarship and Stipend Program, the student will be covered by the Benefit Fund for Hospital and Health Care Employees~Philadelphia and Vicinity ("Benefit Fund"), during the period that the student is in the Full-Time Scholarship and Stipend Program as long as the benefit continues to exist. Students will be provided with the benefits provided by the Benefit Fund in accordance with the Plan of Benefits of the Benefit Fund. Eligibility, benefits and coverage will be limited to the benefits provided by the Benefit Fund. Students who were not covered by the Benefit Fund when employed will need to enroll.

Students who are employed by Contributing Employers to the Pension Fund for Hospital and Health Care Employees-Philadelphia and Vicinity ("Pension Fund") at the time they are accepted in the James T. Ryan Full-Time Scholarship and Stipend Program will continue to be covered by the Pension Fund during the period that they are in the Program, and will be provided with the benefits provided by the Pension Fund in accordance with the Plan of Benefits of the Pension Fund. Eligibility, benefits and coverage will be limited to the benefits provided by the Pension Fund. Students who are not employed by Contributing Employers to the Pension Fund at the time they are accepted in the Program will not be covered by the Pension Fund during the period that they are in the Program. If they were covered by a retirement plan sponsored by their Employer, the Training and Upgrading Fund will make contributions to their Employer's retirement plan only if and to the extent legally possible. This determination will need to be made on a case-by-case basis.

ELIGIBILITY

To be eligible to apply to the Training Fund for acceptance to the James T. Ryan Full-Time Scholarship and Stipend Program, member-employees must meet the following requirements:

- 1. Applicant must have at least one year of continuous membership or full-time employment in District 1199C in a bargaining unit covered by the Training and Upgrading Fund. Membership in District 1199C applies only to bargaining units where union membership is a condition of employment. An employee shall be considered a member of the Union in good standing if he or she tenders their periodic dues and initiation fee uniformly required as a condition of membership.
- 2. All applicants must be currently employed full-time at an institution contributing to the Training and Upgrading Fund.
- 3. Applicants must be willing to participate in any interviews required by the Training Fund or the schools offering the academic programs. In addition, applicants must be willing to take an academic achievement test if required by the Training Fund.
- 4. Educational Eligibility: While the High School Diploma (or equivalency) is not required for all Training Fund programs, it is an eligibility requirement of the James T. Ryan Full-Time Scholarship and Stipend Program.
- 5. Those who have used the Training Fund's stipend and scholarship must return to work in a contributing institution for the length of time they attended school before they can apply again for a scholarship or stipend. A member can participate in the Scholarship and Stipend Program a maximum of two times.

PLEASE NOTE— Members should check with their employer or the Training Fund office to determine whether their employers are contributing to the Training Fund—the basic requirement for eligibility for training and upgrading programs.

APPLICATION PROCEDURES

Member-employees interested in entering advanced, full-time training should first contact the Training Fund Office and complete an application form for the James T. Ryan Full-Time Scholarship and Stipend Program.

Once an application is submitted and copies of the applicant's academic or vocational transcripts from all secondary and post-secondary schools have been received, an interview will be scheduled.

The member-applicant must provide an official letter of acceptance or provisional letter of acceptance as stipulated in this plan of benefits from the school that they wish to attend. Either letter must stipulate the name of the program, the degree or certificate that will be awarded, and that the member-candidate will be admitted as a full time student. The letter must provide the start date of the program and the expected graduation date of the program. Only programs that member-applicants will complete within the required two year period will be considered. Provisional letters of acceptance must be followed by full letters of acceptance in order for the Board of Trustees to release funding for a scholarship candidate.

Upon receipt of all required transcripts and after verification of the applicant's eligibility, the Training Fund will accept the first step of the application process as being completed. Training Fund staff will then carefully review the academic qualifications of the applicant, relative to the course of study requested, and in some cases, may recommend additional course work or remediation. Often, particularly in the cases of a member-employee who has been out of school for a number of years, the Training Fund may require the applicant to sit for an academic achievement test, prior to a determination on academic eligibility or preparedness.

WHEN TO APPLY

It is strongly recommended that members seeking to enroll for full-time study through the Training Fund apply as early as possible, at least a year in advance. This allows sufficient time for early processing of the initial Full-Time Scholarship application and will also provide ample time for the member to apply to school(s), once basic eligibility has been verified.

In many cases, the extra time afforded by early application to the Training Fund will enable the member-applicant to overcome any academic deficiencies which might stand in the way of gaining acceptance to a school or program.

For this reason, preference will be given to applications received by March 1st.

DEADLINE FOR CONSIDERATION

Since selection of full-time Training Fund students seeking admission to full time college, university and technical programs are normally made once a year (in June for September enrollment), only those who apply on time to both the Training Fund and the schools will be considered. Unless a member-applicant provides the Training Fund with an official letter of acceptance from the college, university, or technical program by June 1st, he or she cannot be guaranteed consideration by the Training Fund for the September class. Selections are made once a year, in June, for the entire following year.

SELECTION OF FULL-TIME STUDENTS

Because of the ever-growing number of applicants for the Full-Time Scholarship and Stipend Program, competition for acceptance is strong. The number of openings or training slots in any given year are determined by the Board and limited by available finances.

For the yearly James T. Ryan Full-Time Scholarship and Stipend Program selections, candidates whose applications are complete will be reviewed by the Scholarship Committee of the Board. The Committee reviews each application carefully and then makes recommendations to the full Board of Trustees. Applicants can expect a determination on this benefit within thirty (30) days of the June Board meeting at which selections are made.

SELECTION CRITERIA

These are criteria used by the Board in selecting full-time scholarship students:

1. Seniority: Length of continuous employment in a bargaining unit participating in the Training and Upgrading Fund.

- 2. Academic preparedness of the applicant: Each candidate must be able to show that he or she is academically prepared to successfully complete the Training Program for which he or she seeks support.
- 3. Opportunities for employment in the healthcare and life sciences industry: The Trust Agreement mandates that the resources of the Training Fund be used to fill manpower shortages in the local healthcare industry. Accordingly, students will be trained only for occupations where there is a demand for trained personnel.
- 4. Length and cost of training: Because the resources of the Training Fund are limited, the Board must consider the cost of each individual candidate's training.

PLEASE NOTE—Although all of the preceding criteria serve as guidelines for selecting full-time students, the overriding criterion is seniority.

When a member-employee is seeking to enter a program at a college, university, or technical program, the applicant must ensure that all application requirements established by the school to which they are applying are satisfied. Once a member-applicant receives official acceptance to a Training Fund-approved program, he or she must inform the Training Fund immediately and provide a copy of the official letter of acceptance. The candidate's application is then placed before the Scholarship Committee of the Board of Trustees and, along with those of all other eligible candidates, is considered for acceptance to the James T. Ryan Full-Time Scholarship and Stipend Program.

The James T. Ryan Full-Time Scholarship and Stipend Program are competitive. In recent years, there have not been sufficient funds to fund all applicants.

POLICIES GOVERNING FULL-TIME STUDENTS

The decision to accept a member-student into the James T. Ryan Full-Time Scholarship and Stipend Program represents a major financial commitment by the Training Fund. To ensure the quality and effectiveness of training, the Training Fund must ensure that enrolled students have fulfilled responsibilities and completed their programs successfully.

The following policies reflect the Training Fund concept that training is a two-way street. All full-time students are required to comply.

APPLYING FOR FINANCIAL AID

Scholarship students are required to apply for financial aid. Scholarship students must provide proof of financial aid awarded by the educational institution that they are attending for every semester of attendance. In determining the amount of the scholarship and stipend, the Training Fund shall offset the amount of a stipend or grant for students who receive or become eligible for a grant-in aid or other financial support from any other foundation, government agency, or other source to which funds do not have to be repaid in the future.

SUMMER VACATION POLICY

Any student enrolled in a program under the auspices of the Training Fund whose program provides for a summer vacation shall be eligible to receive the Training Fund stipend only for vacations which do not exceed

four (4) weeks in length. In all other cases, no stipend shall be provided for vacations. Notwithstanding the foregoing provisions, enrollees shall be entitled to all other Training Fund benefits and obligated to maintain union dues during their vacation period.

Students shall be entitled to continuous stipends for courses attended during the summer only if the student has prior written authorization by the Executive Director of the Training Fund for the following reasons:

- 1. To shorten the length of the program in summer school or to complete the program as scheduled.
- 2. To comply with a program requiring summer school attendance.

WORKING WHILE STUDYING

Members enrolled in programs under the auspices of the Training Fund shall not be otherwise employed during their first semester of study. Following the first semester, a member whose academic performance is satisfactory may continue to work during the academic year with the written permission of the Executive Director of the Training Fund. Members who are employed are required to provide the Training Fund with copies of their paychecks for every week of employment. Combined wages and stipend may not exceed their income before entrance into the program. If it would, there shall be an equal reduction in the stipend paid by the Training Fund.

STIPEND PAYMENTS

All full-time students, with no exceptions, are required to pick up stipend checks in person at the Training Fund Office during designated hours (9:00 a.m.–12:00 noon and 3:00 p.m.–5:00 p.m.). Checks will be issued on a bi-weekly basis, according to the established payroll schedule. Union dues will be deducted monthly by the Training Fund. Membership in District 1199C applies only to bargaining units where union membership is a condition of employment. An employee shall be considered a member of the Union in good standing if they tender periodic dues and initiation fee uniformly required as a condition of membership.

GRADE REPORTS AND STUDENT STATUS

At the end of each marking period, all students are required to submit a copy of the official grade report to the Training Fund Office. These grades must be submitted within two weeks of the date they are issued by the school. Failure to comply will result in suspension of stipend payments.

The Training Fund will review all stipend students each marking period to certify their eligibility to continue in the Program. Students may not change their program or status without prior approval of the Training Fund's Executive Director.

Failure to comply with any and all policies may result in the student being dropped from the James T. Ryan Full-Time Scholarship and Stipend Program. If, for any reason, a student encounters problems (academic or personal) which may have an adverse effect on his or her academic standing, he or she should inform the Training Fund in writing immediately. Class attendance and academic performance will determine a student's continuance in the Program.

The above policies are listed in this booklet so that member-employees contemplating enrollment in a full-time program will understand specific responsibilities of full-time students.

TUITION RECOVERY

The Training Fund declares its right to recovery of tuition or scholarship funds which represent an overpayment to students for training or education classes or workshops.

DISCRETION OF TRUSTEES

The Board of Trustees shall have the right to decide, in its sole and exclusive discretion, all questions arising from or respecting the interpretation, application, or administration of the Plan of Benefits, including these:

- a. rules of eligibility for benefits or services furnished by the Training Fund;
- b. rules of participation in programs of the Training Fund;
- c. selection of students for all programs of the Training Fund;
- d. approval of all schools, academic institutions and academic programs to be used by Training Fund participants;
- e. amount of benefits awarded to a Training Fund participant;
- f. resolution of factual disputes;
- g. termination, change, or elimination of benefits.

Such decisions by the Trustees shall be conclusive and binding upon all participants, applicants, and or members.

TRAINING AND UPGRADING FUND APPEALS PROCEDURE

Whenever an employee covered by the District 1199C Training and Upgrading Fund, considers himself or herself aggrieved by a decision denying benefits under the Training Fund, the employee shall have the right to file an appeal with the Training Fund. Appeals proceed to the Training Fund Executive Director, then to a committee of the Board of Trustees, and finally to the full Board. This process allows employees to request access to all documents relevant to their claims.

The appeal shall be in writing, setting forth the nature of the benefits claimed, the reason given for the denial, and the grounds for the appeal. Such appeal must be received in the office of the Executive Director of the Training Fund no later than 60 calendar days from the date on which the benefits were originally denied.

The Executive Director shall, within sixty (60) calendar days of the receipt of the appeal, provide a written response to the claimant either granting or denying the benefits, with an explanation for such decision.

If, after receipt of the Executive Director's response, claimant believes himself or herself to be aggrieved, an appeal may be taken to the Board of Trustees. Such appeal must be furnished in writing, together with a copy of the appeal originally filed with the Executive Director and her response thereto,

and received in the office of the Training and Upgrading Fund, addressed to the Board of Trustees, no later than sixty (60) calendar days from the date of the receipt of the Executive Director's response.

When such appeals are received by the Board of Trustees, a subcommittee of the Board, consisting of no less than two Union and two Employer Trustees, shall meet to consider such appeals. The Committee shall, within 30 calendar days of receipt of such appeals, respond in writing either granting or denying the benefits claimed and the reason therefore.

If, after receipt of the response of the Committee of the Board of Trustees, the claimant still believes himself or herself to be aggrieved, the claimant may file an appeal to the full Board of Trustees which shall be received within sixty (60) calendar days of receipt of the determination denying benefits from the Committee of the Board of Trustees. The appeal to the Board of Trustees shall be in writing and shall set forth in detail the reasons why claimant believes himself or herself to be aggrieved and shall be accompanied by copies of the appeal originally filed with the Executive Director and the Committee of the Board of Trustees.

Within sixty (60) calendar days of receipt of the appeal, the Board of Trustees of the Training Fund shall hold a hearing, at which time the claimant, accompanied, if he or she so chooses, by a representative or attorney, may appear and present the claim to the Board of Trustees. In addition, the claimant may bring witnesses to substantiate the claim, if they are appropriate and necessary.

If the appeal is filed within thirty (30) days preceding the meeting, Trustees may defer their decision to the next regularly scheduled meeting. If special circumstances require an extension of time for processing, Trustees may defer their decision to no later than their third regularly scheduled meeting following receipt of the appeal. The claimant will receive written notice of the extension before it begins.

Within five (5) calendar days following the hearing before the Board of Trustees, the Trustees shall issue a decision in writing with the reasons for granting or denying the benefits. The decision of the Board of Trustees following such hearing shall be final and binding on all parties, including the claimant, the Union, the Employer, and the Training Fund. A copy of all decisions rendered by the Board of Trustees shall be kept in the files of the Training Fund for a period of not less than six (6) years.

LOSS OF TRAINING FUND ELIGIBILITY

Workers who are laid off by their institution will enjoy their same Training Fund benefits for a period of thirty (30) days from the date of layoff. During this period, workers may apply for any one program scheduled within the next year. They will be considered eligible and actual selection will be made according to the applicable criteria established by the Trustees of the Training Fund. Workers whose hours are involuntarily reduced so that they are either part-time employees within the bargaining unit or are no longer covered by the Collective Bargaining Agreement will have the same rights as laid-off workers listed above.

If members are terminated from employment, they maintain their eligibility for the Training Fund so long as a grievance or arbitration is pending for a period not in excess of one year from the date of termination, provided the member applies for a scheduled program within thirty (30) days of the date of his or her termination. In the case of a person terminated after approval by the Training Fund for a program which has not begun prior to the date of termination, eligibility for Training Fund coverage shall continue for the life of the course so long as a grievance or arbitration is pending on behalf of the member. If the member loses the appeal, the person shall remain approved for the length of the course or one year from the date of his or her termination, whichever is less.

When contributions by an Employer on behalf of all employees in a bargaining unit cease as a result of closing or bankruptcy of the Contributing Employer or for any other reason, persons from such institution who are already enrolled in programs of the Training Fund shall remain eligible until their programs are completed in accordance with Training Fund regulations.

GRANT FUNDED PROGRAMS

In addition to the full and part-time training previously described, the Training Fund offers training programs made possible through other Training Funding sources such as the U.S. Departments of Labor, Education, and Health and Human Services as well as programs funded by the state, the City of Philadelphia, and other public and philanthropic grant programs. Since these are grant programs, the specific courses of study, eligibility requirements, benefits, and program dates are established by the grant contract. Therefore, the details of these opportunities are publicized by means of the Training Fund Office.

PLACEMENT SERVICES

The District 1199C Placement Service offers job referral and placement services in healthcare to unemployed residents in the Philadelphia area as well as unemployed union members.

The Placement Service is designed to give assistance to clients who seek employment in the healthcare industry. Collective bargaining agreements with healthcare Employers require Employers to inform the Placement Service of all union job openings. These job openings include entry-level, technical, and professional positions. The Placement Service arranges job interviews for qualified applicants with the Employers who have notified the Training Fund of openings. Also, the Placement Service conducts an orientation program which has helped clients to interview successfully for healthcare jobs. Information is given on healthcare employment opportunities as well as on job titles, descriptions, and assistance in completing applications.

PLAN ADMINISTRATION

The Plan is administered by the Board of Trustees, which includes ten (10) members appointed by District 1199C, National Union of Hospital and Health Care Employees, AFSCME, AFL-CIO, and ten (10) members appointed by the Employers. The assets of the Plan are held in a trust under the Trust Agreement. The Board may in its discretion delegate management of certain Training Fund assets to an investment manager.

The Plan is maintained and contribution amounts are determined according to the provisions of Collective Bargaining Agreements between the Union and the Employers. Copies of the Collective Bargaining Agreements are available in the Training Fund Office. The Plan is self-administered. The actual day-to-day administration of the Plan is carried out at the Training Fund Office, which was established for this purpose.

Write to the Plan Administrator at the following address:

Plan Administrator
District 1199C Training and Upgrading Fund
100 South Broad Street, 10th floor
Philadelphia, PA 19110

Or call the Plan Administrator: (215) 735-5555 or (215) 568-2220 In calls and correspondence, use this plan name:

Philadelphia Hospital and Health Care
District 1199C Training and Upgrading Fund

TYPE OF PLAN*

This Plan is a multi-Employer training and education plan designed to provide training and education benefits. The Plan is intended to comply in all respects with the requirements of Title 1 of ERISA.

Employer Identification Number: 23-741-8594

Plan Year: July 1-June 30

Agent for service of legal process:

Board of Trustees
District 1199C Training and Upgrading Fund
100 South Broad Street, 10th floor
Philadelphia, PA 19110

YOUR RIGHTS UNDER THE DISTRICT 1199C TRAINING & UPGRADING FUND PLAN

As a participant in the Plan, you are entitled to certain rights and protections under the Employee Retirement Security Act of 1974 (ERISA), as amended, which provides that all plan participants shall be entitled to the following:

- 1. Receive Information about Your Plan and Benefits
- To examine, without charge, at the Administrator's office or other specified locations, such as work sites and union halls, all documents governing the Plan, including collective bargaining agreements and a copy of the latest annual report (Form 5500 Series) filed by the Plan with the U.S. Department of Labor and available at the Public Disclosure Room of the Pension and Welfare Benefit Administration.

^{*}The Plan's Contributing Employers—The Plan is supported by contributions made by Employers. Employee contributions are neither required nor permitted. A list of Contributing Employers is available for review at the Training Fund Office.

- To obtain, upon written request to the Administrator, copies of documents governing the operation of the plan, including insurance contracts and collective bargaining agreements, copies of the latest annual report (Form 5500 Series), and updated summary plan description. The Administrator may make a reasonable charge for copies.
- To receive a summary of the Training Fund's annual financial report.
 The Administrator is required by law to furnish each participant with a copy of this summary annual report.

2. Expect Prudent Actions by Plan Fiduciaries

In addition to creating rights for Plan participants, ERISA imposes duties upon the people who are responsible for the operation of the employee benefit plan. The people who operate your plan, called "fiduciaries" of the plan, have a duty to do so prudently and in the interest of you and other plan participants and beneficiaries.

No one, including your Employer, your Union, or any other person may fire you or otherwise discriminate against you in any way to prevent you from obtaining a benefit or exercising rights under ERISA.

3. Enforce Your Rights

If your claim for a benefit is denied in whole or in part, you have a right to know why this was done, to obtain copies of documents relating to the decision—without charge—and to appeal any denial, all within certain time schedules.

Under ERISA, there are steps you can take to enforce the above rights. For instance, if you request a copy of plan documents or the latest annual report from the plan and do not receive them within 30 days, you may file suit in a Federal court. In such a case, the court may require the Administrator to provide the materials and pay you up to \$110 a day until you receive the materials, unless the materials were not sent because of reasons beyond the control of the Administrator.

If you have a claim for benefits which is denied or ignored, in whole or in part, you may file suit in a state or Federal court. If it should happen that plan fiduciaries misuse the plan's money, or if you are discriminated against for asserting your rights, you may seek assistance from the U.S. Department of Labor, or you may file suit in a Federal court. The court will decide who should pay court costs and legal fees. If you are successful, the court may order the person you have sued to pay these costs and fees. If you lose, the court may order you to pay these costs and fees, for example, if it finds your claim to be frivolous.

4. Get Assistance with Your Questions

If you have any questions about your plan, you should contact the Administrator. If you have questions about this statement or your rights under ERISA, or if you need assistance in obtaining documents from the Administrator, you should contact the nearest office of the Pension and Welfare Benefits Administration, U.S. Department of Labor, listed in your telephone directory, or the Division of Technical Assistance and Inquiries, Pension and Welfare

Benefits Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210. You may also obtain certain publications about your rights and responsibilities under ERISA by calling the publications hotline of the Pension and Welfare Benefits Administration.

NON-DISCRIMINATION POLICY

No individual will be discriminated against with regard to recruitment, examination, appointment, training, promotion, retention, discipline or any other form of personnel administration. No aid, benefit, service or training may be denied because of race, sexual orientation, age, color, religion, disability, national origin, political affiliation, or beliefs.

Individuals may not be segregated or treated any differently from other applicants, participants or enrollees because of race, color, religion, sex, national origin, age, disability, political affiliation or beliefs, while being registered, interviewed, counseled, or tested, or while working or attending classes as part of the program. Individuals must be provided an equal chance to use all available facilities.

SEXUAL HARASSMENT POLICY

Sexual harassment or harassment of any kind will not be tolerated, and the District 1199C Training and Upgrading Fund intends to enforce this prohibition vigorously.

As part of the Training Fund's non-discrimination policy, it is illegal for any employee, male or female, to sexually harass another individual in the workplace. Sexual harassment includes, but is not limited to the following:

- Creating an uncomfortable, intimidating, hostile, or offensive work environment by imposing verbal or physical conduct of a sexual nature.
- Making unwelcome sexual advances or requests for sexual favors.
- Making submission to or rejection of such conduct the basis of employment decisions affecting the employee.

Should an individual believe he or she is being subjected to any form of sexual harassment, the alleged act should be reported in writing immediately to the Executive Director of the Training Fund and/or the Sexual Harassment Prevention Officer. If the instructor or counselor is the source of the alleged harassment, the problem should be reported to the next level of management and the Sexual Harassment Prevention Officer.

Investigation of all complaints will be undertaken immediately. After appropriate investigation, any employee, agent or other person found by the District 1199C Training and Upgrading Fund to have sexually harassed another individual will be subject to discipline, up to and including discharge.

CONTRIBUTING INSTITUTIONS*

Americhoice Healthcare
Management Alternatives

Brandywine Hall

Burlington Woods/Genesis Eldercare

Cadbury Nursing Center

Healthcare Services Group—
Stenton Hall

Healthcare Services Group—
Voorhees Pediatric

Hillcrest Center

Carrington Place/Chestnut Hill Hospital of University
Rehab/Wyndmoor Care Pennsylvania/Morrison–Food Service

Centennial Health Care Inglis House

Chestnut Hill Lodge Innova Health & Rehab— Deptford Center

Chestnut Hill Rehab/ Innova Health & Rehab-Montgomery Rehab Hammonton Center

CMS @ Silver Care Ivy Hill/Platinum Group— Housekeeping

Compass Group Ivy Hill/Platinum Group— Morrison Management Nursing Home

Cooper River West/ John F. Kennedy MH/MR Genesis Eldercare Center–Professionals

Covenant House John F. Kennedy MH/MR
Center–Service Workers

Crothall Healthcare Inc. KENCCID

Crothall–HUP/CAM Kressonview Center

Crothall-HUP/PCAM West Maplewood Manor

Crothall-HUP/TRC National Union of Hospital And Health Care Employees

Crothall-HUP/Environmental North Philadelphia Health System-Girard Medical Center

Crothall-Penn Medicine

@ Rittenhouse Dietary

North Philadelphia Health
System—St. Joseph's Hospital

Crothall-Penn Medicine North Western

@ Rittenhouse Service Worker Human Services/TAIG

Crozer Chester Medical Center	Presbyterian Medical Center/ARA-Food Service & Retail
Deer Meadows	Presbyterian Medical Center/ARA-Maintenance Workers
District 1199C Benefit Fund	Presbyterian Medical Center/ Sodexho-Main Dept.
District 1199C Legal Fund	Silver Care @ Cherry Hill
District 1199C Pension Fund	Simpson House
District 1199C Training and Upgrading Fund	Spectrum Health Services
District 1199C Staff	St. Monica's Manor
Dresher Hill-Extendicare	Temple University Health System-Episcopal Behavioral Health
Elkins Crest-Extendicare	Temple University Health System-Episcopal Hospital
Fairview Care- Genesis/Bethlehem Pike	Temple University-Main Campus
Fairview Care- Genesis/Papermill Road	Temple University Health System-TASB
Glendale Uptown Home	Temple University Hospital
Golden Living-Beverly Enterprise/Stenton Hall	Thomas Jefferson Hospital
Hahnemann University Hospital-Crothall	Thomas Jefferson University
Hahnemann University Hospital-Sodexho	Voorhees Pediatric Facility-Dietary
Hahnemann University Hospital-Tenet	Voorhees Pediatric Facility-Professional Workers
Healthcare Services Group-Dresher Hill	Voorhees Pediatric Facility-Service Workers
Healthcare Services	West Philadelphia Consortium

^{*}Contributing Institutions are subject to change.

Group-Glendale Uptown Home



DISTRICT 1199C TRAINING AND UPGRADING FUND

www.1199ctraining.org

Breslin Learning Center 100 South Broad Street, 10th Floor Philadelphia, PA 19110 PH: (215) 568-2220

FX: (215) 563-4683

Tuition Reimbursement Office James T. Ryan Full-Time Scholarship/Stipend Program

PH: (215) 735-5555 FX: (215) 735-7910

