

Human Resources

BP 7217 CAL STRS REDUCED WORKLOAD PROGRAM

References:

Education Code Sections 22724, 87483, and 89516;
Government Code Section 53201;
STRS Administrative Directive 81-6 (12-30-81);
Assembly Bill 1162 (Chapter 1023, Statutes 1981)

It shall be the policy of the Riverside Community College District Board of Trustees to permit, based upon the recommendation of the President, and subject to Board approval, eligible academic employees to reduce their employment below a full-time workload and maintain full fringe and retirement benefits from the District.

Date Adopted: August 18, 2009
(Replaces RCCD Policy 3095)

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- I. An academic employee must be 55 years of age or older prior to participating in the Reduced Workload Program.
- II. The employee must have been employed full-time in an academic position or a position requiring certification qualifications, or both, for at least 10 years of which the immediately preceding five years were full-time employment.
- III. An academic employee of the District may apply for reduced employment in one-year segments for a maximum of five years from date of 1st year of reduced employment. One year contracts for reduced employment are renewable on a yearly basis subject to the approval of the employee and the District.
- IV. The option of reduced employment is initiated at the request of the employee. The contract for any given year can be revoked only with the mutual consent of the District and the employee.
- V. The employee shall be paid a salary which is the pro-rata share of the salary such employee would be earning had he/she not elected to exercise the option of reduced employment. The employee shall retain all other rights and benefits for which he/she makes the payments that would be required if he/she remained in full-time employment.
- VI. An employee participating in this program shall receive the credit under CalSTRS or CalPERS the employee would receive if employed on a full-time basis with a retirement allowance, as well as any other benefits to which the employee is entitled under the applicable laws and regulations of the State of California, based upon the salary that the employee would have received if employed on a full-time basis, and both said employee and the district shall contribute to the Teachers Retirement Fund the amount required by CalSTRS regulations.

- VII. The employee shall receive health benefits as provided in Section 53201 of the Government Code in the same manner as a full-time employee. The employee is eligible for the District's fringe benefits in the same manner as other academic bargaining unit employees serving full-time. The employee must initiate coverage under the same rules and regulations as apply to the certificated bargaining unit employees.
- VIII. The minimum reduced employment shall be at least the equivalent of one half of the number of days of service required by the employee's contract of employment during his/her last previous full-time year of service.
- IX. A general outline of the procedure for application follows:
 - A. A Reduced Employment Program Application is submitted to the Vice President, Academic Affairs/Educational Services, generally by February 28, but no less than 120 days prior to the beginning of the school year in which the requested reduction will take place. (Final date of submission is May 1.)
 - B. Administration, under normal conditions, will respond to applications within 30 days.
 - C. Upon approval, a contract will be drawn specifying terms and conditions of employment for the reduced employment year.
 - D. A reduced employment application may be withdrawn prior to completion of the contract document.
 - E. As the reduced employment contract year is being completed, the employee will again indicate his/her plan for the following year using the dates in item "a" above.
- X. Applications are available in the Department of Diversity and Human Resources.

Office of Primary Responsibility: Vice Chancellor, Diversity and Human Resources

Administrative Approval: September 14, 2009
(Replaces RCCD Regulation 3095)