BP 7217  REDUCED CERTIFICATED WORKLOAD CONTRACT

The District recognizes that it may be of mutual benefit for the District and certificated employees to allow a certificated employee to reduce his/her workload from full-time to part-time duties. The Superintendent/President will review each request in terms of educational program, economics, and the overall effect on the District. "Reduced Load" requests which are determined to be in the best interests of the District will be forwarded to the Board of Trustees for action.

References: Education Code Sections 22724, 87603, 87483, and 89516
AP 7217 REDUCED CERTIFICATED WORKLOAD CONTRACT

The Superintendent/President has the responsibility to review all certificated employee requests for a reduction in workload from full time to part time. To facilitate this review the following procedure shall be followed:

A. Certificated Employees – General

1. The request for a "reduced workload" assignment must be initiated in writing by the employee. The written request must be submitted to the appropriate cabinet level administrator as early in the spring semester of the preceding year as possible. The workload request shall include:
   a. Reason for the requested workload reduction.
   b. The percentage (FTE) of reduction requested.
   c. Length of time for which reduced status is to be considered (leaves are considered on a year-to-year basis).
   d. State if the request is to be considered under the provisions of Education Code Section 87483 (such requests are subject to section B of this procedure).

2. Upon receipt of a written request, the cabinet level administrator may meet with the appropriate employee supervisor or department head to assess the impact of the request upon the district. The request and an administrative recommendation shall be forwarded to the Superintendent/President. The Superintendent/President will assess the request's impact upon the entire District. The Superintendent/President is not obligated to grant the request if it is not in the interest of the District. The Superintendent/President will submit the application and a recommendation to the Board of Trustees for action. Compensation for approved requests will be prorated for salary and benefits except for those approved by STRS for participation under Education Code Section 37483 (see section B).

3. All requests under this section that are approved by the Board of Trustees will receive prorated (FTE) salary, employee benefits and STRS contributions, and credits that are consistent with the part-time (FTE) assignment.
B. Certificated Employees - Education Code Section 87483 (Willie Brown Act)

1. All certificated employees requesting a reduced workload under the provisions of Education Code Section 87483 must meet the following criteria:
   a. The employee must have reached the age of 55 prior to reduction in workload.
   b. The employee must have been employed full time in a position requiring certification for at least ten years of which the immediate preceding five years were full-time employment.
   c. Sabbatical or other approved leaves do not count as a break in service but shall not be used in computing the five years full service requirement.
   d. The minimum part-time employment shall be the equivalent of one-half of the number of days of service or 50% of workload required by the employee’s contract of employment during his final year of service in a full-time position.

2. Employees granted a reduced workload contract under Education Code Section 87483:
   a. The employee must comply with request conditions in A.1. above.
   b. The employee will be required to contribute to State Teachers’ Retirement in the amount equal to the contribution required for the full-time contract.
   c. The employee shall be paid a salary which is the pro rata share of the salary he would be earning had he not been approved for reduced workload employment.
   d. The employee shall receive health benefits in the same manner as a full-time employee. Health benefits for the purpose of this procedure are defined as medical/dental insurance and the allotment for annual physical examination.
   e. The period of part time which can qualify for full-time retirement benefits shall not exceed ten years, and shall not extend beyond the end of the school year during which the employee reaches his 70th birthday.
   f. Other District employee benefits not included in e) may be purchased by the employee through a payroll deduction system.
   g. Conditions of this section will be implemented only upon approval by both the Board of Trustees and the State Teachers’ Retirement System.

References: Education Code Sections 22724, 87603, 87483, and 89516

Approved: 3/86
Revised: 7/12/16

(Replaces Administrative Procedure 4920.01)