

PRE-RETIREMENT REDUCTION OF FACULTY ANNUAL WORKLOAD

Conditions and eligibility for a pre-retirement reduction of a faculty annual workload are set forth in Article 14.2 of the United Faculty Agreement. The following guidelines and procedures are applicable:

1. The employee wishing to enter this program should submit a request in writing to the College President indicating the proposed schedule and load reduction.
2. If the request is approved by the College President, District Human Resources will submit it for Governing Board action.
3. After Board approval District Human Resources will prepare a "Contract of Employment" for forwarding to the faculty member for signature and return to District Human Resources.
4. If the approved assignment schedule involves "one semester on - one semester off," the employee should be advised by District Human Resources of his/her option to receive six or twelve monthly payments.
5. One semester assignments should accommodate first the needs of the college.
6. No assignment for one faculty member should be regarded as having established a precedent for future assignments.
7. Replacements for faculty on reduced workload must be employed on the hourly schedule.
8. The employee must have been employed full-time in the District for at least ten (10) years of credited service in a certificated position of which the immediately preceding five (5) years were full-time employment. Any full-time approved leave of absence will not be considered a break in service. A partially compensated one-year sabbatical leave during the five years preceding the year in which an employee wishes to be assigned a reduced workload causes the employee to be ineligible for the reduced workload.
9. At the conclusion of the reduced workload period, an employee is not required to retire. The District is obligated to provide continued employment but at no greater amount than was provided during the period of reduced load.
10. The faculty member's intention to continue service for the following year under the reduced workload plan must be forwarded to the College President no later than February 15 of each calendar year. Mutual consent to the conditions noted above must be reached by March 15 for the following academic year. Participation must begin at the beginning of the academic year and must be for the entire academic year.
11. The California State Teachers Retirement System must receive and approve the pre-retirement reduction prior to the employee participating in the program.