

Pre-Retirement Reduction of Annual Workload UF/4CD CBA (Article 14.2) Application

Contra Costa Community College District (District) faculty interested in participating in the Pre-Retirement Workload Reduction Program (Program) must complete this form (Application) and email it to DOHR@4cd.edu. Please complete this Application to apply for the Program by the **February 15th** deadline.

APPLICANT INFORMATION:

College Campus (check one):	Diablo Valley College	Contra Costa College	Los Medanos College
Faculty Name:	_____	Faculty ID:	_____
Division:	_____	Supervisor's Name:	_____
Primary Email:	_____	Primary Phone:	_____
Desired Start Date:	_____	Estimated End Date:	_____
Reduction Percent (%) Requested (20% reduction equals 80% load; 40% reduction equals 60% load; 50% reduction equals 50% load):			

- ☐ I have read the Program Eligibility, Process and Timelines, and Acknowledgements sections, and checked the boxes with my acknowledgement, on page 2.
- ☐ I understand that any changes to my Reduction percent above will require an updated application by the February 15th deadline.
- ☐ I agree that any changes to my request require the completion of the Revocation section on page 3.

SUBMITTAL:

Faculty: _____ Signature: _____ Date: _____

REVIEW: Review means that I have read the Application and acknowledgements and understand the request.

Dean:	_____	Signature:	_____	Date:	_____
Vice President:	_____	Signature:	_____	Date:	_____
College President:	_____	Signature:	_____	Date:	_____
AVC HR:	_____	Signature:	_____	Date:	_____

APPROVAL:

Governing Board Approval Date: _____

CalSTRS Approval of Certification Date: _____

Note: This Application for participation in the Reduced Workload Program (Phase-in Retirement) will be forwarded to the Board of Trustees and then to the State Teachers' Retirement System. Approval by the STRS is required in order to participate in this Program.

Program Eligibility:

EC 22713 and UF Article 14.2 outline the requirements for faculty to participate in the CalSTRS Reduced Workload Program (Program)/Pre-Retirement Workload Reduction Program. Please review and confirm that you meet *all* program eligibility requirements by checking each item below.

- Applicant is least 55 years of age at the time the reduced workload period will begin (Article 14.2.1).
- Applicant has completed a minimum of ten (10) years of full-time creditable service, including five (5) consecutive years of full-time service immediately preceding the start of the reduced workload period (Article 14.2.3).
- Applicant understands that Pre-Retirement Reduction in workload is limited to a period of ten (10) years prior to retirement.

Process and Timelines:

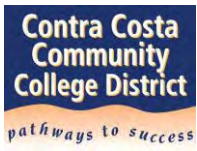
Applicant must initiate and submit their application and reach mutual consent with the district to participate in the program (Article 14.2.2). Applicant must submit application to the college Dean, Vice President, and College President. Process, workload, and timelines are provided below:

- Minimum workload will be 50% (or greater) of annual full-time workload; faculty may fulfill requirement by teaching full-time one semester (Article 14.2.5).
- Applicant must apply by **February 15** for the following academic year; revocation must be submitted by same date (Article 14.2.8).
- Mutual consent of the District and the faculty must be reached by **March 15**; participation begins at start of the academic year and lasts the entire academic year (Article 14.2.9).
- Revocation of the reduced workload agreement requires mutual consent of the District and the faculty and must be reached by **March 15** (14.2.10).
- CalSTRS must receive and approved the Reduced Workload Program Eligibility Certification prior to the faculty participating in the program. (Article 14.2.11). The Certification is submitted by the District's Payroll Department.

Acknowledgments:

By checking the boxes below, Applicant acknowledge the following:

- ☐ My salary will be prorated based on contracted reduction (20% reduction equals 80% salary; 40% reduction equals 60% salary, 50% reduction equals 50% salary, etc.).
- ☐ I will receive full-time STRS service credit; both faculty and District contribute to STRS the amount that would have been contributed if the member were employed on a full-time basis (Article 14.2.7).
- ☐ I will retain all other rights and benefits enjoyed by full-time members of my unit. I will continue to pay the percentage of my premiums as if full time (Article 14.2.6).
- ☐ I will retain all other rights and responsibilities of full-time faculty in the unit (scheduling, committee work, etc.) (Article 14.2.6).
- ☐ The length of this agreement has a maximum of 10 years, renewed yearly (Article 14.2.5).
- ☐ Participation in the program follows the academic year (Article 14.2.9).
- ☐ Revocation of the reduced workload agreement requires mutual consent of the District and the faculty and must be reached by **March 15** (Article 14.2.10).



REVOCATION:

This section is only required if the Applicant requests a revocation from the Program. The Revocation request must be submitted by **February 15** and approved by **March 15**.

I, _____ (Faculty's Name), request a Revocation from the Pre-Retirement Workload Reduction Program.

Faculty Signature: _____ Date: _____

College President Signature: _____ Date: _____