

Article 18
REDUCED WORKLOAD PROGRAM

- 18.1 Each full-time faculty employee who meets the requirements of this article may reduce his or her contract from full-time to percent of contract while maintaining his or her retirement benefits pursuant to Education Code Sections 22713 and 87483 or Government Code Section 20900.
- 18.2 To be eligible for a pre-retirement reduction in contract under this article the faculty employee must have:
- 18.2.1 Reached the age of 55 prior to the reduction in contract;
 - 18.2.2 Been employed full-time in a faculty position requiring membership in an appropriate California state retirement system for at least ten years;
 - 18.2.3 Have served five years in the District immediately preceding the reduction in full-time employment without a break in service, with the final three years (of these immediately preceding five years of full-time employment) in a faculty position. For purposes of this section, an approved leave of absence shall not constitute a break in service. However, an unpaid leave of absence shall not count towards the five years of full-time service required by this section.
- 18.3 This article shall be applicable only to faculty employees who request reduction in contract and meet the criteria established by Section 18.2. The Reduced Workload Program shall become effective at the beginning of the college year; in accordance with the Education Code, a faculty employee cannot combine a full-time contract and an Article 18 contract within the same college year.
- 18.4 The maximum period during which a faculty employee's contract may be reduced under this article shall not exceed 10 years for a faculty employee enrolled in STRS or 5 years for a faculty employee enrolled in PERS. At the conclusion of the period during which a faculty employee's contract is reduced under this article, the faculty employee shall retire unless, during the first year of the reduction in contract under this article, the faculty employee submits a written request to return to full-time employment at the beginning of the next academic year. Notwithstanding Section 18.9, such a request shall be granted if it is received by the college President or designee on or before April 1 of the first college year.
- 18.5 A faculty employee whose contract has been reduced under this article shall retain all paid benefits as if he or she were a full-time faculty employee and shall receive the pro rata share of the salary he or she would have earned had he or she continued full-time. In addition, the employee shall retain, on a pro rata basis, all other rights and benefits of regular faculty employees, except the right to receive a professional development leave.
- 18.6 A faculty employee whose contract has been reduced under this article shall fulfill the appropriate pro rata share of the faculty duties that would have been required had the employee continued as a full-time employee.
- 18.7 In compliance with Education Code Section 22713 and Government Code Section 20900, as appropriate, a faculty employee whose contract has been reduced under this article shall contribute to the appropriate retirement system by payroll deduction the amount he or she would have contributed had he or she continued full-time. The Board shall contribute to the appropriate retirement system the amount required by law.

- 18.8 To initiate the provisions of this article, a faculty employee shall follow the procedures described below in the college year preceding the reduction in contract:
- 18.8.1 Meet with the appropriate administrator by January 15 to determine through mutual agreement the schedule by which the reduced contract shall be fulfilled.
 - 18.8.2 File a written request with the President or designee by March 1. The written request shall specify:
 - 18.8.2.1 That the request is pursuant to this article;
 - 18.8.2.2 The reduced contract the employee desires under this article, provided it is not less than one-half of a full load; and
 - 18.8.2.3 The number of years during which the faculty employee wishes his or her contract to be reduced under this article, provided the number of years do not exceed 10 for faculty employees enrolled in STRS or 5 for faculty employees enrolled in PERS.

If the employee's request is granted it shall take effect at the beginning of the next college year, remain in effect for the duration specified in Section 18.8.2.3, and be revoked only with the mutual consent of the faculty employee and the Board. After implementing Article 18, the faculty employee shall consult, on an annual basis, with the appropriate administrator by January 15 to determine the schedule by which the reduced contract will be fulfilled.

- 18.9 A faculty employee whose workload has been reduced under this article may request to change the percentage of reduction in contract by following the provisions of Section 18.8 and submitting a written request to the President or designee specifying the revised reduction. If the employee's request is granted it shall take effect at the beginning of the next college year.
- 18.10 Notwithstanding Section 18.8 the Board may, after consulting with FA, assign the faculty his or her reduced load in such a manner as to meet the program or staffing needs of the District.
- 18.11 Nothing in this article shall prohibit a faculty employee from requesting a reduction in contract outside of the provisions of this article or prohibit the Board from granting such a request.