

Human Resources

1 **AP 7210 ACADEMIC EMPLOYEES**

2 **References:**

3 Education Code, Sections 87400 et seq., 87600 et seq., and 87482.8;
4 Title 5, Section 51025

5 **Faculty Senate:** A faculty senate, organized under the provisions of the Administrative
6 Code (California Code of Regulations, Title 5, Section 53200 et seq.), may represent the
7 faculty by participating with the administration and the Board of Trustees in the formation
8 of District policies on academic and professional matters as long as the exercise of such
9 function does not conflict with lawful collective bargaining agreements.

10 **Full-Time Faculty Assignment:** All employment is predicated on a 40-hour week for all
11 full-time academic employees. A full-time teaching load is 30 teaching units per academic
12 year. Full-time academic employees' work hour assignments shall be made in
13 accordance with established administrative guidelines and procedures. All full-time
14 faculty employees regardless of tenure status, title or District assignment, shall perform
15 specific duties under the direction of the designated management employee (see AP
16 4005 Duties and Responsibilities of Faculty Members and collective bargaining
17 agreement).

18 **Full-Time Faculty Assignment in Adult Education:** A full-time teaching assignment
19 in Adult Education classes for the District is 30 teaching hours per week. Temporary part-
20 time Adult Education instructors' assignments shall not exceed 67 percent of the 30 hours
21 per week pursuant to Education Code Section 87482.5. The duties and responsibilities
22 of full-time Adult Education faculty are the same as the duties and responsibilities of all
23 other full-time academic employees.

24 **Academic Rank:** Qualifications and procedures to obtain rank shall be recommended by
25 the Faculty Senate, approved by the Vice President of Academic Affairs, and published
26 in the collective bargaining agreement.

27 **Reduced Workload Prior to Retirement:** A reduced workload from full-time to part-time
28 (not less than half-time) with prorated pay and maintenance of full retirement benefits,
29 may be granted by the Board of Trustees to those academic employees who qualify.

30 **Qualification for Application:** To qualify for the application for reduced load, the
31 employee must meet all the following criteria:

- 32 1. The employee shall have reached age 55 prior to the year when the reduction in
33 workload occurs.

- 34 2. The employee shall have been employed full-time in an academic position for at
35 least ten years of which the immediate preceding five years were full-time
36 employment with the Cerritos Community College District.
- 37 3. During the period immediately preceding a request for a reduction in workload, the
38 employee shall have been employed full-time in an academic position for a total of
39 at least five years without a break in service. Sabbatical leaves and other approved
40 leaves of absence shall not constitute a break in service. Time spent on a
41 sabbatical or other approved leave of absence shall not be used in computing the
42 five-year full-time service requirement.
- 43 4. The employee cannot participate in the plan for more than five years.
- 44 5. The employee is not an educational administrator.

45 **Terms of Agreement:** The terms of agreement for reduced workload between the
46 District and the employee include the following:

- 47 1. The option of part-time employment shall be exercised at the request of the
48 employee and can be revoked only with the mutual consent of the employer and
49 the employee.
- 50 2. The employee shall be paid a salary which is the pro-rata share of the salary
51 he/she/they would be earning had he/she/they not elected to exercise the option
52 of part-time employment, but shall retain all other rights and benefits for which
53 he/she/they makes the payments that would be required if he/she/they remained
54 in full-time employment. All hours of required service to the District under this
55 agreement shall be prorated accordingly.
- 56 3. An employee requesting the reduced workload prior to retirement will be assigned
57 a minimum of 50% load. An employee requesting the reduced workload of 50%
58 prior to retirement may have the reduced assignment scheduled in either one
59 semester or in the two semesters upon mutual agreement of the employee and
60 the District. If reduced workload exceeds a 50% assignment, the load will be
61 divided over two semesters. Each case will be individually considered in
62 relationship to how the reduced assignment will affect the employee's assignment
63 and meet District needs.
- 64 4. The employee and the District shall agree to contribute to the Teachers' Retirement
65 Fund the amount that would be contributed if the member were employed on a
66 fulltime basis. The employee shall make arrangements with the Payroll
67 Department for payroll deductions or a lump sum payment in the amount
68 necessary to pay the employee's 100% retirement contributions.
- 69 5. The period of agreement may be for one or more school years, not to exceed the
70 limits set forth in Education Code 22713 (currently 10 school years).

- 71 6. The length of the original agreement for reduced load or the percentage of
72 assigned load may be changed within the limits of the Education Code only by
73 mutual agreement of the District and the employee.
- 74 7. If an employee works less than 100% assignment, the amount of accumulated sick
75 leave varies in direct proportion to the percent of full-time employment.
- 76 8. An employee on less than full-time employment, who must use sick leave, will
77 reduce earned leave on the same basis as employment.
- 78 9. The employee must retire on or before the termination of the agreement.
- 79 10. An employee on a reduced workload agreement shall not be employed in any
80 overload or substitute hourly assignments during the regular school year.

81 **Approval of Application:** Eligible academic employees who wish to apply for a reduced
82 workload should do so prior to February 1 of the school year preceding the first year in
83 which the reduced workload will become effective.

84 The application must be approved by the employee's immediate manager, the
85 appropriate Vice President, and the President/Superintendent before it can be
86 recommended to the Board of Trustees for approval.

87 The decision to approve or deny a request for a reduced workload of an employee will
88 depend on the effect it will have on the educational program. Consideration should be
89 given to whether adequate replacement can be found and the number of people within
90 an instructional area who may be on leave.

91 Offices of Primary Responsibility: Vice President, Academic Affairs
92 Vice President, Human Resources

93 See also BP 4005 titled Duties and Responsibilities of Faculty Members and BP 2510 titled
94 Participation in Local Decision Making.

Date Approved: December 10, 2008
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(Replaces former Cerritos CCD Policies 7209, 7210, 7212, 7215 and 7222)