

## **ARTICLE 29: REDUCED WORKLOAD PRIOR TO RETIREMENT**

The District shall offer a voluntary pre-retirement reduced workload program under CalSTRS or CalPERS, as applicable, to Unit members in accordance with rules and regulations adopted by the Board of Trustees and the provisions of Education Code Sections 22713, 87483, or 89516, and Government Code Section 20815, as applicable.

As stated by CalSTRS, and subject to any current and future CalSTRS rules and regulations:

The CalSTRS Reduced Workload Program allows Faculty members to reduce their workload from full-time to part-time duties, defined as at least fifty percent (50%) of full time, for up to ten (10) school years—normally the last ten (10) years before retirement. Both the employee and the District's contributions will be paid based on the full-time compensation earnable, rather than actual part-time earnings while participating in the program. In addition, the District pays a contribution rate for the employee to participate, which is set each year by the Teachers' Retirement Board. Because contributions are based on the employee's full-time compensation earnable, the employee will receive full-time service credit while working less than full time. At retirement, the employee's benefit will be calculated as if the employee continued to work full time, including determining the employee's final compensation and service credit, provided the employee completes the contractual agreement.

To be eligible for the program, the employee must:

- Be age fifty-five (55) or older prior to the start of the school term.
- Have at least ten (10) years of service credit.
- Have been employed to perform creditable service in a full-time position for five (5) years immediately before entering the program.

Qualifying employees must enter into a contractual agreement with the District to participate in the program for the entire school term. The agreement to reduce the employee's workload must be in effect and received by CalSTRS by the first day of the school term. If the employee does not work at least one-half of the time the District requires for full time, the employee's service credit for the year will be calculated on actual time worked. If the employee retires or terminates employment before the end of the school term, the employee's agreement under the Reduced Workload Program will be revoked. The employee will receive service credit only for the part-time service actually performed.

As stated by CalPERS, and subject to any current and future CalPERS rules and regulations:

Partial service retirement is also a benefit available to full-time Unit members who meet the normal retirement age and service requirements. With partial service retirement, employees can reduce their work time, continue working, and receive a "partial" service retirement allowance. Eligible employees may reduce their work time by at least twenty percent (20%), but not more than sixty percent (60%) percent. In other words, the employee must work at least forty percent (40%) of full time, but not more than eighty percent (80%). The District must approve the employee's request to reduce the employee's work time for partial retirement. The employee's allowance is based on the reduction of the employee's work time. For example, if the employee reduces the employee's work time by thirty percent (30%) [working seventy percent (70%) of full time], the employee's allowance would be thirty percent (30%) of what the employee would receive if the employee took a full service retirement. Once the employee's partial service retirement begins the employee may decrease the employee's

already reduced work time once each fiscal year. The employee may increase the employee's work time only once every five (5) years. With the District's approval, the employee may end the employee's partial service retirement at any time and return to full-time employment. Once the employee withdraws, the employee cannot reapply for five (5) years. Employees are eligible for partial service retirement who:

- Work full time
- Have reached the normal retirement age for the employee's retirement benefit formula. The normal retirement age is the age at which the employee can retire without a reduction for retiring early. If the employee's benefit formula is two percent (2%) at age fifty-five (55), the employee's normal retirement age is fifty-five (55). If the employee's benefit formula is two percent (2%) at sixty (60), the employee's normal retirement age is sixty (60)
- Have accrued the minimum number of years of service credit to be eligible for service retirement in the employee's membership category. For most public agency members, the employee must have a minimum of five (5) years of CalPERS-credited service.

Request Procedure:

~~Contact CalSTRS or CalPERS for application and eligibility.~~ **Reference Administrative Procedure 7210- Academic Employees for application process and eligibility.**

*[See CalSTRS Employer Directive 2017-07 (Amended) and Reduced Workload Program Eligibility Certification Application form (ES1161); CalPERS Reduced Workload Program Circular 200-012-17 and CalPERS Reduced Workload Program Eligibility and Election Certification Form]*

