

**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  
25 by 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 he/she  
51 would be earning had he/she not elected to exercise the option of part-time  
52 employment, but shall retain all other rights and benefits for which he/she makes  
53 the payments that would be required if he/she remained in full-time employment.  
54 All hours of required service to the District under this agreement shall be prorated  
55 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 from one to five years.
- 70 6. The length of the original agreement for reduced load or the percentage of  
71 assigned load may be changed within the limits of the Education Code only by  
72 mutual agreement of the District and the employee.
- 73 7. If an employee works less than 100% assignment, the amount of accumulated sick  
74 leave varies in direct proportion to the percent of full-time employment.
- 75 8. An employee on less than full-time employment, who must use sick leave, will  
76 reduce earned leave on the same basis as employment.
- 77 9. The employee must retire on or before the termination of the agreement.

78 10. An employee on a reduced workload agreement shall not be employed in any  
79 overload or substitute hourly assignments during the regular school year.

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

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

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

90 Also see BP 4005 titled Duties and Responsibilities of Faculty Members and BP 2510 titled  
91 Participation in Local Decision Making.

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

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**Date Approved: December 10, 2008**

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*(Replaces former Cerritos CCD Policies 7209, 7210, 7212, 7215 and 7222)*