

**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 employee  
31 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 ten years if a member  
44 of CalSTRS. Members of CalPERS are limited to five years participation in the  
45 program, which may not extend beyond the end of the college year in which the  
46 member reaches their 70<sup>th</sup> birthday.
- 47 5. The employee is not an educational administrator.

48 Terms of Agreement: The terms of agreement for reduced workload between the District  
49 and the employee include the following:

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

- 72 5. The period of agreement may be for one or more school years, not to exceed the  
73 limits set forth in Education Code 22713 (shall not exceed 10 school years).
- 74 6. The length of the original agreement for reduced load or the percentage of  
75 assigned load may be changed within the limits of the Education Code only by  
76 mutual agreement of the District and the employee.
- 77 7. If an employee works less than 100% assignment, the amount of accumulated sick  
78 leave varies in direct proportion to the percent of full-time employment.
- 79 8. An employee on less than full-time employment, who must use sick leave, will  
80 reduce earned leave on the same basis as employment.
- 81 9. The employee must retire on or before the termination of the agreement.
- 82 10. An employee on a reduced workload agreement shall not be employed in any  
83 overload or substitute hourly assignments during the regular school year.

84 **Application Procedure:**

- 85 1. The faculty member is to contact CalSTRS or CalPERS directly to request an  
86 application and to determine eligibility and contribution requirements.  
87 Completed applications CalSTRS ES1161 or CalPERS Election Certification  
88 Form should be sent to Human Resources for review and verification.
- 89 2. Once verified, the application form will be sent by Human Resources directly to  
90 CalSTRS or CalPERS for processing.
- 91 3. The faculty member will inform the Dean/Area Manager of his/her/their intent  
92 to request reduced workload so assignments may be adjusted accordingly.
- 93 4. A reduced workload plan must be in place prior to the start of  
94 the reduced assignment. The faculty member must submit their reduced  
95 workload plan to the Dean/Area Manager to be processed in coordination with  
96 the Department Chair for appropriate schedule adjustments. The faculty  
97 member should communicate his/her/their intention for reduced workload with  
98 the Dean/Area Manager as early as possible to maximize efficiency in  
99 processing the request.

100 **Approval of Application:** Eligible academic employees who wish to apply for a reduced  
101 workload should do so prior to February 1 of the academic year preceding the first year  
102 in which the reduced workload will become effective. Human Resources will process the  
103 reduced assignment profile in the enterprise resource system of record for reduction of  
104 pay to ensure full CalSTRS/CalPERS credit deduction. In the last year of reduced  
105 workload assignment eligibility, the faculty member must reach out to CalSTRS or  
106 CalPERS to initiate the regular retirement process.

107 A notification should be made to the Board of Trustees by Human Resources in order to  
108 process a request for a reduced workload of a faculty member. All future changes to the  
109 reduced workload plan must be made to Human Resources. The faculty member should  
110 consult with Human Resources for guidance.

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

114 The decision to approve or deny a request for a reduced workload of an employee will  
115 depend on the effect it will have on the educational program. Consideration should be  
116 given to whether adequate replacement can be found and the number of people within  
117 an instructional/noninstructional service area who may be on leave.

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

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

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**Date Approved:** December 10, 2008

**Dates Revised:** April 22, 2019; September 25, 2023; November 18, 2024