

Personnel - Management

4160 Pre-retirement Reduction of Annual Workload (Academic Management)

The Board of Trustees may provide for the reduction of academic employee workloads in accordance with the provisions of Education Code Sections 87483 and 22713 and Section 20815 of the Government Code. The intent of this policy is to allow eligible managers to phase in their retirement program through reduced workloads and without loss of health or final retirement benefits. For purposes of this policy, part-time employment means reduction of workload for full-time academic employees who are designated as manager by the Board of Trustees.

The following regulations shall govern the application of these Education Code sections to managers of the Chabot-Las Positas Community College District:

1. The employee must have reached the age of 55 in or before the school year prior to reduction in workload. This policy shall not apply to employees who are older than 70 years, except that an employee exercising this option and reaching age 70 during the academic year may continue in the program to the end of the academic year.
2. The employee must have been employed full-time in the Chabot-Las Positas Community College District in an academic position requiring certification, qualification or both for at least ten (10) years, of which the immediately preceding five (5) years were full-time employment.
3. The option of part-time employment must be exercised at the written request of the employee. This option may be revoked or altered only with the mutual consent of the Board of Trustees and the employee.
4. The employee shall be paid a salary which is the pro rata share of the salary the employee would be earning had the employee not elected to exercise the option of part-time employment, but shall retain all other rights and benefits for which the employee made the payments that would be required if the employee remained in full-time employment.
5. The District and the employee shall each contribute to the State Teachers' Retirement Fund or Public Employees' Retirement System as provided in Government Code Section 20815 the amount that would have been contributed if the employee had been employed on a full-time basis.

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6. The employee shall receive health benefits as provided in Section 53201 of the Government Code in the same manner as a full-time employee.
7. The minimum part-time employment shall be the equivalent of one-half of the number of days of service required by the employee's contract of service during the final year of service in a full-time position. An employee may request as a minimum any assignment which averages fifty percent (50%) or more for the school year. The specific assignment during the school year shall be made by the Chancellor or designee after consultation with the employee.
8. The maximum period for this option of part-time employment is ten (10) years.
9. An employee who desires to reduce his or her workload in accordance with this policy shall make application to the Chancellor of the District. The application shall be made by December 1 of the school year prior to the year when part-time employment is to become effective. The approval of the application is contingent upon the needs of the District determined by the recommendation of the Chancellor and the action of the Board of Trustees.
10. Part-time employment contracts granted in accordance with the provisions of this policy shall be computed as fulfilling full-time equivalent services as set forth in the policy on group medical insurance for retirees.