

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7348 Faculty Pre-Retirement

With Board approval, an academic employee may elect to reduce their workload from full-time to no less than half-time for a maximum of five years prior to retirement and continue to receive credit in the State Teacher's Retirement System as would have been received had the employee continued to work on a full-time basis.

The procedures and provisions of this program are as follows:

1. Application to participate in the Reduced Workload Pre-Retirement Program shall be submitted by the employee on a form to be provided by the Human Resources Office.
2. The College Presidents are responsible for coordinating requests from their respective staffs.
3. The assignment shall comply with the requirements for the percentage of part-time service requested by the applicant; however, in the event that the applicant's request cannot be accommodated because it creates unusual or difficult staffing problems, the application can be denied or an alternate assignment can be made and/or the employee may re-apply for the program for subsequent years, with a plan that fulfills the district's needs.
4. All regular duties required of full-time employees in similar assignments shall be performed during the dates the employee is on duty. This includes attendance at district-called meetings, divisional or departmental meetings, and other regularly scheduled college activities. The employee may be appointed to any committee and will retain other privileges of full-time employees.
5. Duty hours of non-teaching academic personnel shall be arranged in a manner which will most effectively carry out the assignment given the specific employee.
6. Any employee serving part-time will be expected to make all necessary classroom preparations and satisfy office hours beyond the assigned teaching load.
7. Both the district and the employee will make contributions to State Teacher's Retirement System on the basis of the full-time salary according to policies and procedures of the County and STRS. The payroll office will forward all remittances to STRS.
8. District paid health and dental insurance will be provided as for full-time employees.

9. Any employee electing to participate in this program is entitled to use the hours of sick leave accumulated while working full-time prior to election and shall be paid for those hours according to his pro-rata salary. Employees may also use banked leave to satisfy all or part of the part-time service requirement.
10. The option of part-time employment shall be exercised at the request of the employee and can be revoked only with the mutual consent of the district and the employee.
11. The employee shall have been employed full-time in a position requiring membership in for at least 10 years of which the immediately preceding five years were full-time employment.
12. During the period immediately preceding a request for a reduction in workload, the employee shall have been employed full-time in a position requiring membership in this system for a total of at least five years without a break in service. For purposes of this program, sabbaticals and other approved leaves of absence shall not constitute a break in service. Time spent on a sabbatical or other approved leave of absence shall not be used in computing the five-year full-time service requirement prescribed by code.
13. The employee shall have reached the age of 55 prior to reduction in workload.
14. The period of part-time employment shall not exceed five years.
15. 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 employment during his or her final year of service in a full-time position.

Prior to the reduction of an employee's workload under this program, the Vice Chancellor, Human Resources, in conjunction with the administrative staff of the State Teachers' Retirement System shall verify the eligibility of the applicant for the reduced workload program.

Responsible Manager: Vice Chancellor, Human Resources

Revised: April 27, 2009

Revised: September 19, 2016