

**CHAPTER 3: Certificated Personnel
BOARD POLICY NO. 3.95**

**BOARD POLICY
San Mateo County Community College District**

Subject: NEW - BP 3.95 Reduced Workload Program
Revision Date: 2/2022
Policy Education Code 22713 and 87483
Reference: San Mateo County College Federation of Teachers, Local 1493, Article 10.2

The San Mateo County Community College District reduced workload policy establishes eligibility and participation requirements for academic employees who wish to teach less than full time and are at least 55 years of age.

I. Eligibility Requirements

- A. Academic employees may participate if they are 55 years of age or older.
- B. The academic employee must have at least ten years of service credit prior to the date of participation.
- C. The academic employee must have been employed to perform creditable service in a full-time position for five consecutive years without a break in service immediately preceding the request.
 - 1. For the purpose of qualification, absence due to illness, bereavement, or any other approved leave of absence does not constitute a break in service.

II. Participation Requirements

- A. Before the first year of participation in the program, an academic employee who is a member of CalSTRS must submit a written request to participate in the Reduced Workload Program to the Human Resources Office prior to the start of the school term and shall include the percentage reduction and effective date. As long as the eligibility requirements are met, the request will be granted.
- B. The Reduced Workload Program forms must be submitted to CalSTRS and CalSTRS must verify the academic employee's eligibility prior to the beginning of the school year.
- C. The total amount of time in which a member reduces his or her workload shall not exceed 10 school years.
- D. The reduced workload must be equal to or greater than a 50 percent contract. The academic employee and the District may mutually agree to change the percentage of the reduced workload program prior to the beginning of any subsequent school year.

- E. The academic employee shall be paid a salary that is a pro rata share of the salary which would have been earned had the academic employee not elected the Reduced Workload Program.
- F. The salary paid must be at least half the salary the member would have earned on a full- time basis.
 - 1. If the academic employee does not work at least one-half the time the District requires for full-time, the employee's service credit will be calculated on actual time worked.

- G. The academic employee must receive all other benefits a regular full-time academic employee would normally receive.
- H. The District and the academic employee must each contribute to CalSTRS a percentage of the full-time compensation the academic employee would have earned if employed on a full-time basis, which is adjusted each fiscal year by CalSTRS.
- I. If the academic employee retires or terminates employment before the end of a school year, the academic employee's agreement under the Reduced Workload Program will be revoked for the school year in which the agreement was terminated. The academic employee will receive service credit only for the part-time service actually performed that school year.