

PRE-RETIREMENT PART-TIME EMPLOYMENT

A. Purpose and Scope

To provide guidance and direction for the District personnel regarding the participation of certificated employees in a pre-retirement reduced work-load program.

B. General

The Governing Board approves of allowing employees enrolled in the State Teachers Retirement System the opportunity to work on a part-time basis for a period of time before retirement without jeopardizing full retirement credit, as provided in Education Codes 22713 and 44922. This opportunity will be extended to all personnel who meet the criteria detailed in administrative regulations.

C. Forms Used and Additional References

STRS Forms

D. Procedure

The Governing Board may allow certificated employees to participate in a Pre-Retirement reduced Workload Program. This policy is adopted pursuant to Sections 44922 and 22713 of the Education Code.

Eligibility

Employee must:

1. Be no less than 55 years of age at the time the contract is entered.
2. Have completed ten years in a full-time certificated position, including the immediate preceding five years.
3. Be receiving a salary no more than that of a school principal.

Application

1. Employee must apply in writing.

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2. Applications must be received by the Human Resources Office by May 15th of the previous school year so that it may be approved by the administration and the Governing Board before July 1.
3. The administration shall review all applications and make a recommendation prior to submission to the Governing Board for their consideration.
4. Typically, applications will not be recommended for approval unless there is a substantial benefit to the District.

Options

Employee may opt, with District approval, to:

1. Serve half days for a full year.
2. Do special assignments which would equal half of a regular school year.
3. Serve full-time for a half year.

Remuneration

1. Salary shall be proportionate to the time served, but that time shall not be less than one-half on an annual basis.
2. Employee shall retain all other rights and benefits for which the employee makes payments that would be required if the employee remained in full-time employment and the health benefits provided in Section 53201 of the Government Code as if the employee were full-time.
3. Retirement contributions and benefits shall be maintained as if the employee were full-time.

Contract

1. Eligible employees shall sign a contract, the expiration date of which shall not be later than the employee's retirement date.
2. Contract may be revoked by mutual consent of employer and employee.

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Term

1. The period of part-time employment shall not extend beyond the end of the school year during which the employee reaches his/her 70th birthday.
2. The employee may terminate the contract in any year prior to the full term by resignation or retirement.

E. Reports Required

None

F. Record Retention

Personnel File

G. Responsible Administrative Unit

Human Resources

H. Approved By

Associate Superintendent for Human Resources