

3028.                    ADMINISTRATIVE PROCEDURE ON REDUCED WORKLOAD

3028.1            The Vice President, Human Resources, shall administer this Procedure.

\_\_\_\_\_ receives credit towards retirement as though employed on a full-time basis):

- A. The employee shall have reached the age of 55 before being eligible for a reduction in workload. The employee cannot participate in the plan for more than ten years.
- B. The employee shall have been employed full time in an academic position for at least ten years of which the immediately preceding five years were full-time employment. Sabbaticals and other approved leaves do not constitute a break in service. Such leave, however, is not used to compute the five years' full-time service requirement prior to entering the program.
- C. The employee must request in writing the option of reduced workload to the Vice President, Human Resources, at least 60 days prior to the beginning of each semester. The option may be revoked or altered within code limitations only by the mutual consent of the employee and the District.
- D. The employee shall be paid a reduced salary prorated on the basis of the full-time salary for the position in which they serve. They shall retain health benefits (including life insurance) in the same manner as a full-time employee. ~~W~~ ~~ur~~ ~~Pa~~ ~~nd~~ ~~benefits~~ shall be provided in accordance with applicable statutes and/or District policy.
- E. The minimum assignment shall be half time. Half-time employment shall be the equivalent of one-half the number of days of service required by the employee's contract of employment during their final year of service in a full-time position or a minimum of fifteen (15) teaching units for the entire year. An employee may request, as a minimum, an assignment which is: a) 100 percent for one semester

and no assignment for the second semester, b) 50 percent for each semester, or c) any assignment which averages 50 percent or more for both semesters of the college year.

- F. The District and the employee shall each contribute to the State Teachers' Retirement Fund (STRS) the amount that would have been contributed if the employee had been employed on a full-time basis. During the period in which the employee is not working, a lump-sum payment equal to the retirement contribution for the period shall be remitted to the District by the employee prior to beginning the reduced workload program. This amount, along with the District contribution, shall be forwarded to the State Teachers' Retirement System.
- G. Employees who are participating in the pre-retirement reduced workload option are not eligible for sabbatical leave.
- H. Should the employee wish to be granted leave without pay for any reason, the salary received for the school year must not be less than half the salary the member would have earned if employed on a full-time basis. If the member is paid less than half of the full-time salary, the minimum participation requirements will not have been met.

3028.4

Voluntary contract reduction option (option in which the employee receives credit towards retirement on a prorated basis):

- A. Academic full-time faculty interested in a voluntary contract reduction program must submit a request to the Vice President, Human Resources, by March 15 of each year.
- B. The request must be approved by the department head, instructional dean, or student services dean, and by the appropriate vice president. The request must not have a detrimental effect on instruction. The voluntary contract reduction may be for one or both semesters of a school year.
- C. The employee shall be paid a reduced salary prorated on the basis of the full-time salary for the position in which they serve. Both the District's and the employee's contributions to the State Teachers Retirement System will be prorated to the actual earnings for the year. The lost STRS service credit may not be "bought back" by the employee.
- D. The employee shall retain health benefits (including life insurance) in the same manner as a full-time employee as long as the time worked is 50 percent or greater. Sick leave will accrue on a prorated basis. A

year of service credit will be granted for each year in the program, provided the minimum service requirements are met. All other rights and benefits shall be provided in accordance with applicable statutes and/or District policy.

- E. Employees who are participating in the voluntary contract reduction option are not eligible for sabbatical leave.
- F. Employees who are presently on a voluntary reduced contract must resubmit a request each year for the next year by March 15.

Reference: Education Code Section 87483 and 22724  
[Master Agreement | LBCCFA - Long Beach City College Faculty Assoc.](#)

Approved: October 22, 1991  
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