

**CHAPTER 7: HUMAN RESOURCES  
BOARD POLICY NO.: 7218**

**BOARD POLICY  
SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT**

**Subject:           Reduced Workload Program**

**Adoption Date:**

7/1/82

**Revision Date(s):**

5/4/93

12/7/93

6/7/16

**Policy Reference: Education Code Section 22713 and 87483;  
State Teacher's Retirement System Administrative Directive #91-7**

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The Siskiyou Joint 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. By June 1 of each year, academic employees who are members of Cal STRS must submit a written request to participate in the Reduced Workload Program to the Human Resources Office which includes the percentage reduction, effective date, and duration of the proposed reduced workload.
- B. The employee and the District must enter into a contractual agreement to participate in the Reduced Workload Program for the entire school year.
- C. The forms must be submitted to Cal STRS and Cal STRS must verify the employee's eligibility prior to the beginning of the school year.
- D. The reduced workload must be less than a 100 percent contract but equal to or greater than a 50 percent contract.
- E. The employee shall be paid a salary that is a pro rata share of the salary which would have been earned had the 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 employee does not work at least one-half the time your employer requires for full-time, the employee's service credit will be calculated on actual time worked.
- G. The employee must receive all other benefits a regular full-time employee would normally receive.
- H. The employer and the employee must each contribute to Cal STRS a percentage of the full-time compensation the employee would have earned if employed on a full-time basis, which is adjusted each fiscal year by Cal STRS.
- I. If the employee retires or terminates employment before the end of the school year, the employee's agreement under the Reduced Workload Program will be revoked. The employee will receive service credit only for the part-time service actually performed.