



ADMINISTRATIVE **PROCEDURE**

7141

DESERT COMMUNITY COLLEGE DISTRICT

PRE-RETIREMENT/PART-TIME EMPLOYMENT

Education Code Sections 22713 and 87483 authorizes the Governing Board to adopt regulations that allow a certificated employee to reduce his/her workload from full-time to part-time without jeopardizing his/her retirement benefit. Education Code Sections 22713 and 87843 require that the District's regulations include the following conditions, but the District may impose other conditions, if desired.

1. The employee shall have his/her retirement allowance, as well as other benefits to which the employee is entitled based upon the compensation that the employee would have received if he/she had been employed on a full-time basis. See Board Policy 7130 Compensation and Administrative Procedure 7130 Compensation.
2. The option to reduce the employee's workload shall be exercised at the request of the employee and can be revoked only with the mutual consent of the employee or his/her designee and the employer.
3. The employee shall have been employed full-time to perform creditable service for a minimum of 10 years including five years of full-time employment immediately preceding the reduction in workload.
4. The employee shall not have had a break in service during the five years immediately preceding the reduction in workload. Sabbaticals, other approved leaves of absence, and unpaid absences for personal reasons shall not be used in computing the five-year full-time requirement. See Board Policy 7340 Leaves and Administrative Procedure 7340 Leaves.
5. The employee shall have reached the age of 55 years prior to the reduction in workload.
6. The period of the reduced workload shall not exceed 10 years.
7. The reduced workload shall be equal to one-half of the full-time equivalent required by the employee's contract of employment in accordance with Education Code Section 22138.5 during his/her final year of full-time employment.
8. The employee shall be paid a compensation that is the pro rata share of the compensation the employee would have earned had the employee not opted to reduce his or her workload.
9. An employee wishing to reduce his or her load shall notify the Executive Director of Human Resources in writing prior to December 15.
10. The District shall place the faculty on unpaid leave for the reduced portion of the workload.

The Superintendent/President or designee shall verify the employee's eligibility prior to the reduction of an employee's workload. This shall be done in conjunction with the administrative staff of the State Teachers' Retirement System and Public Employees' Retirement System, in accordance with law. (Education Code Section 22713)

Reference: Education Code Sections 22713 and 87843

Cabinet Approval: June 4, 2013

Board of Trustees Information: June 20, 2013

Next Review: June 2018

Administrator: ED Human Resources