



# Peralta Community College District Office of Human Resources

## REDUCED WORKLOAD PROGRAM (FACULTY)

### Contents –

<u>Section 1 – Purpose</u>	<u>Page 1</u>
<u>Section 2 – References</u>	<u>Page 1</u>
<u>Section 3 – Eligibility</u>	<u>Page 1</u>
<u>Section 4 – Program Features</u>	<u>Page 2</u>
<u>Section 5 – Notification and Communication</u>	<u>Page 3</u>
<u>Section 6 – Other Considerations</u>	<u>Page 3</u>

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- 1. Purpose** - To clarify the provisions of the Reduced Workload Program (RWP) and the District procedures to continue participation and compliance.
- 2. References –**
  - Education Code Sections 22713 and 87483
  - PCCD Bargaining Agreement with Peralta Federation of Teachers, Article 27
  - CalSTRS Circular, Volume 24, Issue 3, dated February 4, 2008
  - CalSTRS Circular, Volume 26, Issue 3, dated July 23, 2010  
[http://www.calstrs.com/sites/main/files/file-attachments/eic\\_vol26\\_iss3.pdf](http://www.calstrs.com/sites/main/files/file-attachments/eic_vol26_iss3.pdf)
  - CalPERS Circular Letter, Number 200-012-17, dated March 29, 2017  
<https://www.calpers.ca.gov/docs/circular-letters/2017/200-012-17.pdf>
- 3. Eligibility –** In order to be eligible to participate in the Reduced Workload Program, also known as the “Willie Brown Act,” a faculty member must meet the following criteria:
  - a. Have at least of 10 years of credited, full-time faculty service in California.
  - b. During the period immediately preceding the request for a reduction in workload, the faculty member must have been employed full-time for a total of at least five (5) years without a break in service.
  - c. The immediately preceding five (5) years of service were full-time in the Peralta Community College District. (Sabbaticals and other approved leaves of absence shall not constitute a break in service. Time spent on a sabbatical or other approved leave of absence shall not be used in computing the five-year full-time service requirement.)

## Reduced Workload Program Operating Procedures

- d. The faculty member will have reached the age of fifty-five (55) or over prior to the beginning of the academic term in which the reduced employment commences.
- e. Requires STRS Approval (CalSTRS covered members).
  - Requires Board Approval (CalPERS covered members).

### **4. Program Features** – Participation in the RWP includes the following guidelines:

- a. Participation in the RWP shall not exceed ten (10) years.
- b. Load may not fall below half-time (0.5) or less than the equivalent of one half ( $\frac{1}{2}$ ) the number of days of service required by the faculty member's assignment during the final year of service in a full-time position. The percent of load and the number of days shall be specified in each individual agreement.
- c. Extra service assignments shall not be allowed.
- d. Participation takes place in full school year increments. This means that participation must begin at the beginning of the school year (Fall term), and must continue through the end of a school year (Spring term).
- e. Participation may not begin at the beginning of a Spring term.
- f. Ending participation before the end of the Spring term could potentially reduce service below 50 percent, which would disqualify the whole year from the service credit benefits attached to the RWP. (See Section 6, Additional Considerations)
- g. The PCCD governing board must approve participation in the RWP.
- h. The agreement and program participation can only be revoked through the mutual consent of the employee and the District. Revocation shall be agreed to at least six (6) months prior to return to full-time assignment.
- i. The faculty member shall be paid a salary which is the pro rata share of the salary he or she would be earning had he or she not elected to exercise the option of part-time employment but shall retain all other rights and benefits for which he or she makes the payments that would be required if he or she remained in full-time employment.
- j. The employee shall receive health benefits as provided in Section 53201 of the Government Code in the same manner as a full-time employee.
- k. Because contributions are based on your full-time earnable compensation, you will receive full-time service credit while working less than full time. At retirement, your benefit will be calculated as if you continued to work full time, including determining your final compensation and service credit.

## Reduced Workload Program Operating Procedures

**5. Notification and Communication** – In order to ensure proper notice is given throughout the approval process, please adhere to the following guidelines:

- a. Faculty members provide the college president their initial request to participate in the program in the following fall semester no later than **May 1**.
- b. College presidents provide human resources with a list of all reduced workload program new and continuing participants for the coming year and provide the signed agreement(s) along with the electronic Personnel Action Form(s) (ePAF) no later than **June 1**. Although it is highly recommended by Human resources, a signed agreement is not required for continuing participants.
- c. Human resources will review the materials for compliance. Except in extraordinary cases, the action(s) will be placed on a board agenda for approval prior to the end of the term.

**6. Other Considerations** – Here is additional information regarding RWP that you should be aware of:

- a. Working less than 50% of the school year. If you do not work at least one-half of the time your employer requires for full time, your service credit for the year will be calculated on actual time worked. For example, if you were employed 50 percent of full time and your pay was docked because you became ill and ran out of sick leave, you would not have performed creditable service for at least 50 percent of full time that year. Therefore, for that year, you would not be eligible to participate in the Reduced Workload Program but would earn service credit only for the time worked.
- b. Retirement. If you retire before the end of the contract year, your contract under the Reduced Workload Program will be revoked, and you will receive service credit only for the part-time service you actually performed.
- c. Returning to full-time employment. If you elect to participate in RWP, then return to full-time service before meeting the 10 year maximum, you will NOT have to perform five (5) years of full-time employment to re-qualify for RWP.