

# CITRUS COMMUNITY COLLEGE DISTRICT BOARD POLICY

P-4349  
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## REDUCED MANAGEMENT LOAD WITH FULL RETIREMENT CREDIT

The Board may permit full-time certificated management team members to reduce their workload from full-time to part-time and have their retirement benefits based upon full-time employment. Following are the rules and regulations for the implementation of the optional reduced load program with full retirement credit.

To be eligible to start the optional reduced load program, the employee must be 55 years of age before the beginning of the college year (September 1) in which the reduction in workload starts.

The option of reduced load may be exercised upon mutual agreement of both the District and the employee. Once the option is exercised, it is not revokable unless agreed to by the Board.

The employee must have been employed full-time (100%) as a certificated employee of the Citrus Community College District for at least 10 years prior to the request for reduced load.

Except for the reduction in salary, corresponding to the reduced load, the District will provide the part-time employee the same benefits provided a regular full-time (100%) certificated employee.

The District and the certificated management team members shall agree to make contributions to the State Teachers' Retirement System equal to the amount required of a full-time (100%) certificated management team members.

A management team member on the optional reduced load program upon mutual agreement with the District, as a minimum shall work:

- 100% the first semester and no load the second semester; or
- 50% each semester; or
- any assignment that will average 50% or more for two semesters of the college year.

By mutual agreement of the college and a certificated management team member, the optional reduced load program may be increased or decreased within the Education Code limitations.

If an employee has been granted sabbatical leave within the five (5) years immediately preceding the request for the optional reduced load, the sabbatical year will be counted as full-time (100%) employment only if the employee and the District paid into the retirement system the contributions for the sabbatical year to 100 percent coverage.

Employees who participate in this program will retain all full-time tenure rights but shall not have the option of returning to full-time teaching position unless so agreed upon by the Board.

An applicant for the optional reduced load program shall inform the Superintendent/President of the intention to make application for the optional reduced load program no later than February 1 for the following college year.

Adopted ..... 2/27/79