

## Chapter 7 – Human Resources

### AP 7382 Reduced Workload Program (Faculty) (New)

#### References:

Education Code Sections 22713 and 87483; CalSTRS Circular, Volume 24, Issue 3, dated February 4, 2008; CalSTRS Circular, Volume 26, Issue 3, dated July 23, 2010; CalPERS Circular Letter, Number 200-012-17, dated March 29, 2017

#### I. Purpose

To clarify the provisions of the Reduced Workload Program (RWP) and the College procedures to continue participation and compliance.

#### II. Eligibility

In order to be eligible to participate in the Reduced Workload Program, also known as the “Willie Brown Act,” the following criteria must be met:

- a. Have at least ten (10) years of credited, full-time faculty service in CalPERS or CalSTRS.
- b. During the period immediately preceding the request for a reduction in workload, the participant 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 at Mt. San Antonio College. (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.)
- d. The participant will have reached the age of 55 or over prior to the beginning of the academic term in which the reduced employment commences. For CalPERS members, the maximum age is 70.
- e. CalSTRS members require approval from CalSTRS.
- f. Participation in the Reduced Workload Program requires approval from the Board of Trustees.

#### III. Program Features

Participation in the RWP includes the following guidelines:

- a. Participation in the RWP shall not exceed ten (10) years for CalSTRS members and five (5) years for CalPERS members.
- b. Load may not fall below half-time (50%) or less than the equivalent of one-half ( $\frac{1}{2}$ ) the number of days of service required by the participant’s assignment during the final year of service in a full-time position. The percent of load shall be specified in each individual agreement.

- c. 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 the school year (Spring term).
- d. The agreement and program participation can only be revoked by mutual consent between the participant and the College.
- e. The participant shall be paid a salary that is the pro rata share of the full-time equivalent salary, including ongoing stipends, they would have earned had they not elected to exercise the option of part-time employment but shall retain all other rights and benefits for which they make the payments that would be required if they remained in full-time employment.
- f. The employee shall receive health benefits in the same manner as a full-time employee as provided by Government Code, Section 53201. At retirement, benefits will be calculated as if participants continued to work full time, including determining final compensation and service credit.
- g. Should the participant not work at least one-half (1/2) of the time the employer requires for full-time, service credit for the year will be calculated on actual time worked.
- h. Should the participant retire or separate employment before the end of the contract year, their contract under the RWP will be revoked, and they will receive service credit only for the service they actually performed.
- i. Should the participant elect to participate in the RWP and returns to full-time service before meeting the 10-year maximum, they will not have to perform five (5) years of full-time employment to re-qualify for the RWP.
- j. Reassigned time, as defined by the Faculty Collective Bargaining Agreement, may be used to satisfy all or part of the workload requirement.
- k. Banked leave, as defined by the Faculty Collective Bargaining Agreement, may be used to satisfy all or part of the workload requirement.

#### **IV. Notification and Communication**

In order to ensure proper notice is given throughout the approval process, participants shall adhere to the following guidelines:

- a. Participants shall provide the Vice President, Human Resources with their initial request to participate in the program in the following fall semester no later than May 1.
- b. Human Resources will maintain a list of all reduced workload program new and continuing participants and will begin processing all approved requests no later than June 1.

Approved: June 14, 2023