

**RETIREMENT CREDIT AND PART-TIME EMPLOYMENT FOR ADMINISTRATORS**

A reduced workload shall be authorized upon request of any full-time certificated administrator subject to the following conditions:

1. Only certificated administrators who do not hold positions with salaries above that of the school principals are eligible for this reduced workload-retirement benefits program.
2. The administrator must have reached the age of 55 years prior to reduction in workload. No administrator shall participate in the part-time service option after attaining the age of 65 years, except those who reach age 65 during the school year may continue reduced service for the balance of that school year.
3. The employee must have at least ten years of full-time employment in this District in a position requiring certification of which the immediately preceding five years were full-time employment.
4. The minimum part-time employment shall be the equivalent of one-half of the number of days of service required by the administrator's contract of employment during the final year of service in a full-time position.
5. The request for part-time employment must be exercised at the request of the administrator and formalized by a written agreement prior to the period of reduced service at the beginning of the school year or before the beginning of the second half of the school year. The Assistant Superintendent, Human Resources, and the employee concerned shall mutually agree to the conditions of reduced service. Modification of any multiple year agreement must be mutually agreed upon by March 1 of the preceding school year.
6. An administrator shall be paid a salary which is the pro rata share of the salary that he/she would have earned if the request for part-time employment had not been made, and shall retain all other rights and benefits of full employment, provided the employee elects to contribute to the Teachers' Retirement Fund the amount that would have been contributed if employment was on a full-time basis. If the administrator elects to contribute the full-time employment share to the Teachers' Retirement Fund, the District shall also do the same to assure full-time employment retirement allowance.
7. An administrator in part-time service shall be eligible for health benefits in the same manner as a full-time administrator.
8. Any modification of an employee contract is subject to approval by the Board of Trustees.

Reference: Education Code Sections 22724, 44922; Government Code Sections 20815, 53201

Regulation approved: May 28, 1975; February 7, 1978; March 22, 1999