

Administrative Regulation

Management Employees, Part-Time Employment Plan for

The following guidelines shall govern the operation of the part-time employment plan for management employees:

- A. The employee shall have attained the age of 55 years by September 1 of the school year in which the reduction begins.
- B. The employee shall have been employed as a full-time certificated employee for at least 10 years, during which time the last five years were in full-time employment with the district.
- C. Entry into the five-year part-time employment plan shall be exercised at the request of the employee, and termination of the plan shall be only with mutual consent of both employee and employer. Final approval of employee participation would rest with the district. It shall be understood that at the termination of the five-year period, the employee will commence actual retirement. In the event of proven hardship, i.e., death, divorce, bankruptcy, etc., the district may grant an exception.
- D. An option to participate in the part-time employment plan shall originate with a written request by the employee to the Assistant Superintendent, Office of Personnel Services. The deadline for submitting such request shall be the last Friday in January of any given year. The request shall be submitted on Form 9701.94 - Request to Participate in the Part-Time Employment Plan.
- E. The employee shall be paid a salary which is a prorated share of the salary which would have been earned if the option for part-time employment had not been exercised. The employee shall retain all other rights and benefits for which payments would be required if full-time employment had been continued. The employee shall receive all fringe benefits as provided by applicable sections of the Government Code in the same manner as a full-time employee.
- F. Minimum and maximum part-time employment shall be either:
 1. 100 percent of one semester and 0 percent of the other semester
 2. One-half day basis for the entire year with specific work hours as mutually agreed upon

- G. A certificated employee may not participate in the plan beyond the age of 65 years, nor for more than five years. Participation in the plan may be for less than the five-year period.
- H. On or before May 15, participating employees will be scheduled for individual conferences by the Office of Personnel Services to develop a mutually agreeable program for the employee. When two or more employees apply for the same part-time position, such position shall be filled by the employee with the greatest district-wide seniority.
- I. Deductions for the State Teachers Retirement System contributions by the district and the part-time employee shall be equal to the amount required of a full-time employee. Deductions shall be made on a monthly basis depending on the pay program selected by the employee.
- J. A certificated employee participating in the part-time employment plan shall earn sick leave in proportion to the percent of employment per year. Example: 50 percent (half-time) employment would yield sick leave of 50 percent of 10 days, or five days. Such sick leave shall be accumulative.

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