

APPENDIX B
CLASSIFIED PERSONNEL PRERETIREMENT PROGRAM

Under this program, classified staff may be permitted to reduce their work year from full-time to part-time as authorized by law and to have their retirement benefits based on full-time employment. In order to qualify for this program, the staff member shall meet the following requirements:

1. The employee must have reached the age of 55 years prior to the period in which reduced-time employment is requested and must submit a request in writing to the personnel office at least 45 days prior to the date on which the preretirement is to be effective.
2. Length of participation in the preretirement program shall not exceed five years or upon reaching the age of 70 years, whichever comes first. Employees requesting preretirement must have been employed full-time in a regular classified position for at least 10 years, including the immediately preceding 5 years, provided, however, that leaves with pay shall not be considered to be a break in service for purposes of this policy.
3. The option of part-time employment shall be initiated by the employee. The specific assignment must be by mutual agreement, based on feasibility, between the employee and the district.
4. The minimum part-time employment shall be the equivalent of one-half of the days and hours of service required in a full-time assignment. Any subsequent alteration to the days and hours of service may only be accomplished by mutual agreement of the employee and the district.
5. The employee shall receive the salary which is the pro-rata share of the salary earned if he or she continued in full-time employment. The employee shall retain all other rights and benefits for which he or she makes the payments that would be required if in full-time employment, including retirement contributions paid by employee and district. With this option, both the district and the employee will make retirement contributions as if the employee were earning a full salary.
6. The employee shall receive the same fringe benefits as a full-time employee. All leave benefits afforded a full-time employee shall be earned by the part-time employee on a pro-rated basis.

Legal Reference

Ed. Code Section 88038
Government Code Sections 53201 and 20905