

**San Diego Unified School District
Proposal to the
San Diego Education Association
Proposal**

Article 31_(Reduced Workload)

District Initial Proposal Passed – May 8, 2014

The District reserves the right to modify, amend, delete, or add to its proposals throughout the course of the negotiations.

ARTICLE 31. REDUCED WORKLOAD PLAN

In accordance with Education Code Sections 44922 and 22724 and this Article, eligible unit members shall be granted the right to reduce their workload to no less than half-time upon request. A reduced workload participant shall receive the same credit toward retirement under the State Teachers Retirement System (STRS) that he/she would have received if employed on a full-time basis. A unit member who enters this program may continue to participate for a maximum of ten (10) school years at which time the unit member shall be required to resign.

Section 31.1: MAXIMUM PARTICIPATION

In accordance with state law, the number of unit members participating in this program is unlimited.

Section 31.2: ELIGIBILITY

- 31.2.1. A participating unit member must have reached the age of fifty-five (55) prior to the start of the school year in which the unit member proposes to commence the reduced workload.
- 31.2.2. A participating unit member must have been employed as a full-time certificated employee in California for at least ten (10) years, of which the last five (5) years were in full-time certificated employment in the San Diego Unified School District. An approved leave of absence shall not constitute a break in service; however, time spent on leave(s) of absence will not be counted toward the five (5) year requirement.
- 31.2.3. A participating unit member must have received an effective evaluation during his/her most recent evaluation period in order to be considered for the program. Exceptions to this requirement may be granted by mutual agreement between the District and the Association.

Section 31.3: OPTION TO PARTICIPATE

The option to participate in the reduced workload program shall be exercised only upon the request of the unit member and can be revoked only by mutual consent of the unit member and the District.

Section 31.4: CONDITIONS OF PARTICIPATION

- 31.4.1. Unit members participating in the Reduced Workload Program who are assigned to self-contained classrooms will be required to work an equal amount of time in both semesters of a school year. The amount of time is dependent upon the percentage of the unit member's reduced workload assignment. This time may be served in full or partial day increments.
- 31.4.2. All other unit members participating in the Reduced Workload Program will be required to be on duty an amount of time not less than the percentage of the unit member's reduced workload assignment, and will be required to complete a work calendar to be approved by the supervisor.

- 31.4.3. Unit members participating in the Reduced Workload Program will earn sick leave on the same proportion as their employment bears to full time.
- 31.4.4. The provisions of Article 12, Transfer Policies, shall apply to unit members participating in the Reduced Workload Program.
- 31.4.5. District and unit member contributions to the State Teachers Retirement System (STRS) shall be equal to the amount required for a full-time unit member.
- 31.4.6. Unit members participating in this program shall maintain their district-paid Health and Welfare benefits as provided under Article 9 of this Agreement for the full school year.
- 31.4.7. Participating unit members shall be eligible for advancement on the salary schedule in the same manner provided for other part-time unit members (Salary Rules, Section 4.021).
- 31.4.8. Participating unit members shall be evaluated in the same manner provided for all other unit members under Article 14, Performance Evaluation Provisions, except that the evaluation process for unit members who are assigned for one complete semester of full-time service and one semester off per school year, shall be condensed to provide for a final summary evaluation to be provided the unit member not later than fifteen (15) calendar days prior to the final day of service for the semester in which the unit member is assigned to be on duty.

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Section 31.5: APPLICATION PROCEDURE

Unit members desiring to participate in the Reduced Workload Program shall submit an application to the Human Resource Services Division no later than March 1 in order to reduce their workload for the subsequent school year. Two unit members applying to enter into the Reduced Workload Program may file a joint application to share one assignment. A unit member applying to enter into the Reduced WProgram may also request to share an assignment with an identified participant in the Job-Share Program outlined in Article 21.

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Section 31.6: FORFEITURE OF RETIREMENT CREDIT

If a unit member participating in the Reduced Workload Program performs service that is less than half-time, he/she shall lose eligibility for the program for that particular school year. In addition, if it is found by the State Teachers Retirement System (STRS) that a participating unit member failed to meet the minimum eligibility criteria set forth by the Education Code, his/her participation in the program shall be considered a break in service, resulting in a loss of retirement credit and permanently disqualifying the unit member from future participation in the Reduced Workload Program.

Section 31.7 REDUCED WORKLOAD PAIRING TO JOB SHARE

The provisions of this Article shall govern the conditions of employment for a reduced workload unit member paired with a job share unit member.