

KNOW YOUR RIGHTS!

Reduced Workload



- Be employed by a school district, charter school, county office of education, or community college
- Employed full-time for the 5 years preceding participation by the school district, charter school, county office of education or community college

NO APPROVAL NECESSARY

If you meet the eligibility criteria, you can participate in Reduced Workload Program. Although there is an application process, participation isn't subject to approval. Your work calendar or schedule is subject to approval, though. Applications are due by March 1 for the subsequent school year.

SCHEDULING YOUR REDUCED WORKLOAD

Part of the application process is creating a calendar or schedule. You can do that by working full-days or part-days. But participants who work in a [self-contained classroom](#) have to work an equal amount of time in both semesters of a school year. If you don't work in a self-contained classroom, you could, for example, work full-time during first semester

IN A NUTSHELL

The Reduced Workload Program allows certificated staff who are nearing retirement to work part-time (but not less than half-time) in the years before retirement (up to 10 years) while getting full-time pension credit and fully paid health benefits. It's a good deal!

You can participate in the Program for up to 10 school years, but when you end participation in the Program, you must resign.

ELIGIBILITY

To be eligible to participate in Reduced Workload, you have to meet these criteria before you start participation:

- 55 or older
- At least 10 years of service credit in the CalSTRS Defined Benefit Program

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and then take the second semester off. You aren't responsible for finding a co-worker to do the remaining part of your job, although you can.

SALARY STEP ADVANCEMENT

Participants in the Reduced Workload Program earn step advancement on the pay scale by either:

- Being on paid status at least 75% of the days in their work year, or
- Combining paid status days over two consecutive work years to reach 75%. (Ex.: 75% of the 184-day work year is 138 days. 93 paid-status days in Year 1 + 93 paid-status days in Year 2 = 186 paid status days.)

NO TRANSFERS

While participating in the Reduced Workload Program, you cannot transfer either voluntarily or involuntarily except by mutual agreement between SDUSD and SDEA.

EARNING SICK LEAVE

If you're participating in the Reduced Workload Program, you continue earning sick leave, but prorated.

CAN'T BE REVOKED BY SDUSD

Participation in the Reduced Workload Program can't be unilaterally revoked by SDUSD or by you. You can only end participation in the Program by mutual agreement between you and SDUSD (or by resigning).

DON'T FALL BELOW 50%

A word of caution -- be sure that you don't fall below half-time service in a school year. An example of how you might unintentionally fall below half-time is if you have an unplanned, unpaid leave of absence. If you fall below half-time, you risk losing both eligibility to participate in Reduced Workload and retirement service credit in CalSTRS.

SOURCES: [SDEA Contract, Article 31](#); [Education Code, Section 87483](#)