

## Article 15

### Retirement

#### 15.0 Academic Emeritus Benefits

All retirees are granted Academic Emeritus status. With this status comes the entitlement to certain rights and privileges, as follows:

1. Waiver of all registration and associated fees for one class per semester.
2. Twenty percent discount on Community Education classes if fee is over \$25.
3. Free admission to all home game athletic events, excluding play-off games.
4. Free admission to all theater productions performed on campus, for member and one guest (reservations required).
5. Unlimited library privileges.
6. Lifetime staff parking permit.
7. For information on fringe benefits, see Article 14.
8. Retirees desiring employment as associate faculty members after retirement may be granted reemployment preference under the provisions of Article 100 if they have received an "Exemplary" evaluation on their most recent full evaluation prior to retirement or an "Exemplary" evaluation in their last year of full time assignment prior to retirement.

#### 15.1 Early Retirement Programs

Eligible faculty may participate in one of four different early retirement programs: (1) STRS Reduced Workload Program; (2) Combination STRS Reduced Workload program and Phase-In Retirement; (3) Phase-In Retirement; or (4) Pre-Retirement Banked Load Leave. The duration of the program chosen may not exceed five (5) years.

##### 15.1.1 General Provisions for all programs:

- a. For the Phase-In programs, faculty may use regular or pre-retirement banked load. For the Pre-Retirement Banked Load Leave Program, only pre-retirement banked load may be used.
- b. Approval of the program is **primarily** contingent upon the ability of the member's department/service/**program** area to maintain its offerings or services.
- c. Once approved and implemented by written notification, any proposed revision or modification must be submitted in writing to the appropriate Vice-President at least six (6) months before the desired modification is to begin. Any proposed modification ~~will~~ **shall** be considered for approval on its particular merits and ramifications and may or may not be approved.
- d. Recommendations and approvals shall not be withheld, except for good cause and shall be based on the member's eligibility and ability of the department/service area to maintain offerings/services.

- e. For the pre-retirement banked load leave plans, the faculty member must retire at the end of the semester specified in the approved plan.
- f. **Members with a Board approved *Application for Early Retirement* (described below) shall not be eligible to participate in other leaves of absence and retirement incentives such as golden handshakes.**
- g. ***Applications for Early Retirement shall be considered on a case-by-case basis.***

15.1.2 STRS Reduced Workload Program:

15.1.2.1 Eligibility Requirements

To be eligible for the STRS reduced workload program, the member must meet all of the following criteria and any additional criteria as required by the State Teacher's Retirement System:

1. Be at least 55 years of age prior to the reduced workload effective date.
2. Have been employed full-time in an academic position for at least 10 years, of which the immediately preceding five years were full-time employment.
3. Be eligible to retire for service under STRS upon the completion of the reduced workload program.
4. Have been employed full-time in an academic position for a total of at least five years without a break in service, immediately preceding the beginning of the reduced workload program. For this purpose, sabbaticals and other approved leaves of absence shall not constitute a break in service, provided any payback commitment has been fulfilled. Time spent on a sabbatical or other approved leave of absence, however, shall not be used in computing the five years of full-time service requirement.

15.1.2.2 Provisions of Program

1. The member's workload may be reduced to a minimum of 50% for each year of the reduced workload program. The member must work a minimum of a 50% workload for the academic year, which can be averaged over the term of the year.
2. If the member wishes to work a different reduced workload assignment each year of the program, the member must obtain an approval of the change in assignment each year, which ~~will~~ shall result in formal action by the Board and the STRS.
3. The faculty member ~~will~~ **shall** be paid a pro-rated salary based on the percent that the reduced workload bears to a full-time workload.
4. The faculty member ~~will~~ **shall** receive STRS credit that he or she would have received if he or she had continued as a full-time employee.

5. The faculty and the District shall both continue to contribute to the STRS the amount each would have contributed if the faculty member had continued to work on a full-time basis.
6. The faculty member on the reduced workload program shall continue to receive the fringe benefits the member would receive had the member continued to work on a full-time basis.
7. This program may only be revoked by mutual consent of the District and the member subject to STRS regulations.

### 15.1.3 Combination STRS Reduced Workload Program and Phase-In Retirement

#### 15.1.3.1 Eligibility Requirements

The eligibility for this program is the same as the STRS reduced workload program described in Article 15.1.2.1 ~~above~~ with the following additional requirement--the faculty member must have and use regular and/or pre-retirement banked load.

#### 15.1.3.2 Provisions of Program

1. The member's workload each year ~~will~~ **shall** consist of a STRS reduced workload plus banked load. The STRS reduced workload must be a minimum of 50% for each academic year of the program. When combined with banked load, the member's total workload may range up to 100%. The banked load portion of the workload for each year may be different; however, if the member wishes to work a different STRS reduced workload assignment each year of the program, the member must obtain an approval of the change in assignment each year, which ~~will~~ **shall** result in formal action by the Board and the STRS.
2. When applying for this program, the member must indicate the intent to use banked load.
3. The faculty member ~~will~~ **shall** be paid a pro-rated salary based on the percent that the total combined workload bears to a full-time workload.
4. The faculty member ~~will~~ **shall** receive STRS credit that he or she would have received if he or she had continued as a full-time employee.
5. The faculty and the District shall both continue to contribute to the STRS the amount each would have contributed if the faculty member had continued to work on a full-time basis.
6. The faculty member shall continue to receive the fringe benefits the member would receive had the member continued to work on a full-time basis.
7. This program may only be revoked by mutual consent of the District and the member subject to STRS regulations.

### 15.1.4 Phase-In Retirement Program (unrelated to STRS Reduced Workload Program)

#### 15.1.4.1 Eligibility Requirements

1. The member must be at least 55 year of age.
2. The member must have at least 10 years of service with the District.
3. The member must be eligible to retire for service under STRS or PERS upon the completion of the phase-in retirement program.
4. The member must have served full-time, without a break in service for at least three years immediately preceding the beginning of a phase-in retirement. For this purpose, sabbaticals and other approved leaves of absence shall not constitute a break in service, provided any payback commitment has been fulfilled. Time spent on a sabbatical or other approved leave of absence, however, shall not be used in computing the three-year full-time service requirement.
5. The member must have and use regular and/or pre-retirement banked load.

#### 15.1.4.2

##### Program Provisions

1. The member's actual workload may be reduced to a minimum of 50% for each year of the phase-in program (see the exception in items 2 and 3 below). The actual workload chosen for any year of the phase-in program must then be supplemented by banked load such that the member's total combined workload is 100%.
2. For those members with 2.0 of pre-retirement banked load and regular banked load, the member's 100% workload in the academic year immediately prior to retirement may consist entirely of the pre-retirement banked load.
3. For those members wishing to retire mid-year (at the end of the Fall semester) who have at least 1.0 of pre-retirement banked load and regular banked load, the member's 100% workload in the Fall semester immediately prior to retirement may consist entirely of the pre-retirement banked load.
4. The faculty member ~~will~~ **shall** receive full salary, full STRS credit and all fringe benefits.
5. The actual workload does not have to be the same each year of the phase-in program, but the member's total combined workload must be 100% for each year of the phase-in program.
6. When applying for this program, the member must indicate the intent to use banked load. Members wishing to use pre-retirement bank as specified in Items 2 or 3 above, must indicate that intent when applying for the program.
7. The phase-in retirement ~~will~~ **shall** continue for the number of years initially selected by the member, up to a limit of (5) years, or until a member ceases to be an employee of the District, whichever comes first.
8. Once approved, election to participate in this phase-in retirement program is irrevocable. The member must retire at the end of the semester specified in the program.

9. Any banked load not used for the specific purposes described in this program shall be converted to cash disbursements per Article 38.6.

#### 15.1.5 Pre-Retirement Banked Load Leave

##### 15.1.5.1 Eligibility Requirements

1. The member must be at least 50 years of age for PERS members and 55 year of age for STRS members.
2. The member must have at least 10 years of service with the District.
3. The member must be eligible to retire for service under STRS or PERS upon the completion of the phase-in retirement program.
4. The member must have served full-time, without a break in service for at least three years immediately preceding the beginning of a phase-in retirement. For this purpose, sabbaticals and other approved leaves of absence shall not constitute a break in service, provided any payback commitment has been fulfilled. Time spent on a sabbatical or other approved leave of absence, however, shall not be used in computing the three-year full-time service requirement.
5. To take a banked load leave for one academic year prior to retirement, the member must have and use 2.0 of pre-retirement banked load. To take a banked load leave for either the Fall or Spring semester immediately prior to retirement, the member must have and use 1.0 of pre-retirement banked load. Note, those members who also wish to use any excess pre-retirement banked load and/or regular banked load prior to retirement should apply for the Phase-In program in **Article 15.1.4.**)

##### 15.1.5.2 Program Provisions

1. A member may plan a pre-retirement banked load leave of a full load (2.0) for one academic year immediately prior to retirement or may plan a pre-retirement banked load leave for one semester (1.0) immediately prior to retirement.
2. The faculty member ~~will~~ **shall** receive full salary, full STRS credit and all fringe benefits.
3. A member taking a banked load leave for one academic year (2.0) must retire at the end of the academic year in which the leave is taken. A member taking a banked load leave for one semester (1.0) must retire at the end of the semester in which the leave is taken. (Note, if a member wishes to take a banked load leave for the Fall semester, but wishes to retire at the end of the Spring semester, the member should apply for the Phase-In program in **Article 15.1.4.**)

4. Any banked load not used for the specific purposes described in this program shall be converted to cash disbursements per Article 38.6.

#### 15.1.6 Assignment During Early Retirement Program (**except Pre-Retirement Banked Load Leave**)

The assignment of a schedule to a member on one of the early retirement programs ~~will~~ **shall** be made in accordance with Article 19.5.2. The President or the President's designee retains the right to make an assignment to the member. The needs of the department must be primary in the scheduling of assignments for members on Early Retirement and the member must continue to meet professional, collegial, and institutional responsibilities. Early retirement assignments include a pro-rated number of office hours and institutional responsibilities. Performance appraisals ~~will~~ **shall** continue to be conducted on a regular, on-going basis.

#### 15.1.7 Application Procedures

- A. An *Application for Early Retirement* form (ACE approved) is available from the Human Resources Department. The application must be completed in consultation with the Department Chair and must be approved by the appropriate Vice-President—approval ~~will~~ **shall** be contingent in part upon the ability of the department to maintain its offerings or services.

The *Application for Early Retirement* shall include:

1. The type of early retirement program being chosen by the member.
2. The effective date on which the Early Retirement program is to begin (must be the first duty day of a semester).
3. The duration of the Early Retirement program (up to a maximum of 5 years).
4. The proposed assignments during the Early Retirement Program (except for Pre-Retirement Banked Load Leave program).
5. The total percentage of contract the member is proposing to work each semester.
6. The proposed use of any banked load if that type of program is requested.
7. The effective date of the member's retirement.

- B. An approved application must then be submitted to the College President no later than the fifth Friday of the semester prior to the semester in which the Early Retirement Program is to begin. The College President ~~will~~ **shall** then make a recommendation to approve the application to the Board of Trustees.

- C. For the STRS Reduced Workload Programs:
1. After the Board takes action on the recommendation of the College President, the Human Resources Department ~~will~~ **shall** complete and submit the application to the STRS for approval.
  2. The STRS Reduced Workload programs may not commence until the application has been approved by the STRS. The member ~~will~~ **shall** be notified in writing by the Human Resources Department when the member's application has been approved by the STRS.
- D. For the Phase-in Retirement and Pre-Retirement Banked Load Leave Programs:  
After the Board takes action on the recommendation of the College President, the member ~~will~~ **shall** be notified in writing by the Human Resources Department.

#### STATE COMPLIANCE

The STRS Reduced Workload Program is intended to implement California Education Code Section 87483 and related government code sections. Apart from the 5-year limit on length of the program, these provisions and those of STRS ~~will~~ **shall** prevail over this article's provisions.