

Employer Information Circular

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Reduced Workload Program

Clarifying Language Regarding Requirements for Beginning the Reduced Workload Program

The purpose of this circular is to alert employers to a change to Education Code Section 22713 enacted by Chapter 323, Statutes of 2007 (Assembly Bill 757) to clarify provisions of the Reduced Workload Program.

Several members were defaulting out of the program due to a failure to meet the statutory requirement to perform at least 50 percent of the full time load while participating on the Reduced Workload Program because of a late start date. Effective January 1, 2008, a member participating in the Reduced Workload Program must begin participation at the beginning of the school year, and must continue program participation until the end of the school year.

Beginning July 1, 2008, Reduced Workload Program participation will not be approved for members whose participation date does not coincide with the beginning of the school year. Included with this circular is the revised Reduced Workload Program Eligibility Certification Application (form ES-1161).

If you have any questions regarding this circular, please contact your CalSTRS Member Account Services Representative.



REDUCED WORKLOAD PROGRAM ELIGIBILITY CERTIFICATION APPLICATION

MEMBER USE ONLY			
SOCIAL SECURITY NO.	NAME (Last, First, MI)		
EMPLOYER USE ONLY			
COUNTY CODE/NAME		DISTRICT CODE/NAME	
ELIGIBILITY REQUIREMENTS		YES	NO
1. Reduced Workload Program Participation Board Approved			
2. Attained age 55 prior to Reduced Workload Program effective date			
3. Employed on a Full-Time basis for a minimum of ten years of credited service in a certificated position prior to the reduction of workload			
4. Employed on Full-Time basis immediately preceding Reduced Workload Program effective date with five years of credited service.			
5. Salary not greater than that of:			
➤ School Principal (K-12)			
➤ NO LIMIT (Community College)			
6. Agreement:			
➤ Exists between employer and participant.			
➤ Must begin participation at the beginning of the school year and complete the school year.			
➤ May be revoked by consent of both parties.			
➤ Not to exceed ten years.			
➤ Participant to work at least 50 percent of the time.			
<p>Note: If the response to <u>any</u> of the above items (1-6) is NO, the employee MAY NOT BE ELIGIBLE to participate in the Reduced Workload Program, and MUST contact CalSTRS immediately for final determination.</p>			
Reduced Workload Program EFFECTIVE DATE	FULL TIME SALARY	PERCENTAGE CONTRACT	
	\$	%	
<p>I HEREBY CERTIFY BY SUBMISSION OF THIS FORM THAT THE EMPLOYEE MENTIONED HEREIN IS ELIGIBLE TO PARTICIPATE IN THE REDUCED WORKLOAD PROGRAM AS DESCRIBED IN SECTIONS 22713, 44922 (K-12), 87483 (Community College). I UNDERSTAND THAT THIS CERTIFICATION MUST BE COMPLETED BEFORE THE EMPLOYEE BEGINS WORKING A REDUCED SCHEDULE.</p>			
AUTHORIZED PERSON	NAME & TITLE	DATE	
CalSTRS USE ONLY	SIGNATURE	APPROVAL DATE	