

# Employer Information Circular

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## Reduced Workload Program

The purpose of this circular is to remind employers of the qualifications and requirements of both the employers and employees that must be met and approved prior to participating in the Reduced Workload Program (RWP). Please be aware that the Reduced Workload Program Eligibility Certification Application (ES-1161 form) has been revised. It is this revised form that must be transmitted to CalSTRS; a copy has been attached for your convenience.

The RWP is designed for Defined Benefit (DB) Program members who are nearing retirement and want to be able to ease into retirement by working less than full time. For members who participate in the RWP, contributions are due and service credit accrued and calculated as if the member is working full time, even though salary will be paid at a pro-rata share of the member's full-time salary.

*If for any reason an employee who is participating in the reduced workload program does not fulfill the full year requirement or drops below fifty percent of full time, they will not receive the full year of service credit, but only the amount actually worked. This includes employees who may be considering mid-year retirement. Employers are encouraged to advise their employees of these scenarios and the consequences prior to participation in the program.*

The following qualifications and requirements must be met and fulfilled *prior* to a member being approved to participate in this program:

### Employer Requirements:

- District's, or county superintendent of schools' governing board, must have approved the program
- Employer must make contributions to the system at a rate adopted by the board
- Employer must maintain the necessary records to separately identify each member who participates in the RWP.

### Member Qualifications and Requirements:

- Member must be age **55 or older**
- Member must have a minimum of **ten years of credited service** in a certificated position
- Member must be working **full time with five years of credited service immediately preceding the reduction in workload**

- Member cannot have had a break in service during the five years immediately preceding the reduction in workload (sabbaticals, other approved leaves of absence, and unpaid absences for personal reasons are not considered a break in service)
- Participation must begin at the beginning of the school year and must be for the entire school year
- Member must make contributions to the system as if he or she had been working full-time
- In **prekindergarten through grade 12**, the member must not hold a position with a salary above that of a school principal
- In **community college districts**, the member must not receive a salary higher than the maximum salary paid to a department chair
- **Member cannot participate for more than ten years**; the years do not need to be consecutive, i.e., the member can participate for a year, return to full-time and five years later return to the reduced workload program for a maximum of nine additional years

**Employer and Member Requirements:**

- Both employer and employee must agree that the employee can participate in the program
- Reduced workload must be at least one-half of the time required for full-time employment

**CalSTRS' Approval is Required Prior to Participation:**

- CalSTRS must receive and *approve* the Reduced Workload Program Eligibility Certification Application (ES-1161 form) *prior* to the employee participating in the RWP

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

Attachment: Revised Reduced Workload Program Eligibility Certification Application (ES-1161).



**REDUCED WORKLOAD PROGRAM ELIGIBILITY CERTIFICATION APPLICATION**

<b>CalSTRS CLIENT IDENTIFICATION NO.</b>		<b>NAME (Last, First, MI)</b>	
<b>COUNTY CODE/NAME</b>		<b>DISTRICT CODE/NAME</b>	
<b><u>ELIGIBILITY REQUIREMENTS</u></b>		<b>YES</b>	<b>NO</b>
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: <ul style="list-style-type: none"> <li>➤ School Principal (K-12)</li> <li>➤ Department Chair (Community College)</li> </ul>			
6. Agreement: <ul style="list-style-type: none"> <li>➤ Exists between employer and participant.</li> <li>➤ Is being initiated at the beginning of the school year and concluding at the end of the school year.</li> <li>➤ May be revoked by consent of both parties.</li> <li>➤ Has not been in effect for ten years.</li> <li>➤ Requires participant to work at least 50 percent of the time.</li> </ul>			
Note: If the response to <u>any</u> of the above items (1-6) is <b>NO</b> , the employee <b>MAY NOT BE ELIGIBLE</b> to participate in the Reduced Workload Program, and <b>MUST</b> contact CalSTRS immediately for final determination.			
<b>Reduced Workload Program EFFECTIVE DATE</b>	<b>FULL TIME SALARY</b>	<b>PERCENTAGE CONTRACT</b>	
	\$		
		%	
I HEREBY CERTIFY BY SUBMISSION OF THIS FORM THAT THE EMPLOYEE MENTIONED HEREIN IS ELIGIBLE TO PARTICIPATE IN THE <b>REDUCED WORKLOAD PROGRAM</b> AS DESCRIBED IN EDUCATION CODE SECTIONS 22713, 44922 (K-12), 87483 and 89516 (Community College). I UNDERSTAND THAT THIS CERTIFICATION MUST BE COMPLETED BEFORE THE EMPLOYEE BEGINS WORKING A REDUCED SCHEDULE.			
<b>AUTHORIZED PERSON</b>	<b>NAME &amp; TITLE</b>	<b>DATE</b>	
<b>CalSTRS USE ONLY</b>	<b>SIGNATURE</b>	<b>APPROVAL DATE</b>	