

Employer Requirements

- The Employer's governing board must have approved the RWP participation.
- 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 have been employed in a full-time position for five years immediately preceding RWP effective date.
- 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 from full-time employment are not considered a break in service.
- Participation must commence at the beginning of the school year and conclude at the end of the school year.
- The member must not hold a position with a salary above that of a school principal for prekindergarten through grade 12 participants only.
- Member cannot participate for more than ten cumulative years. For example, the member may participate for one year, return to full-time service, and five years later participate in the RWP for a maximum of nine additional years.

Employer and Member Requirements

- Both the employer and employee must agree that the employee can participate in the program.
- The reduced workload must be at least one-half of the time required for full-time employment.
- Member and Employer must make contributions to the system as if he or she were working full-time.

CalSTRS Approval is Required Prior to Participation

- CalSTRS must *receive* and *approve* the Reduced Workload Program Eligibility Certification Application (ES-1161) *prior* to the employee participating in the RWP.
- CalSTRS will communicate with the district, member and County Office approving or rejecting the application.
- CalSTRS will communicate with the district, member and County Office rejecting the application if RWP contribution lines are reported prior to an application being submitted.

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

