

Coast Community College District ADMINISTRATIVE PROCEDURE

Chapter 7 Human Resources

AP 7381 Pre-retirement Reduced Schedule for Management and Confidential Employees

References:

Education Code Sections 87483 and 22713;
Associated with BP 7380 Retiree Health Benefits

This plan, made available to Management and Confidential Employees who are members of the California Public Employees' Retirement System ("CalPERS") in addition to members of the California State Teachers' Retirement System ("CalSTRS"), will allow partial employment for full-time Management and Confidential Employees approaching retirement.

Purpose

The District offers this pre-retirement program, consistent with CalPERS and CalSTRS regulations, which allows partial employment for full-time Management and Confidential Employees approaching retirement. The program gives these employees an opportunity to experiment with retirement through a reduced workload while making CalPERS or CalSTRS contributions as if they remained working full-time.

Schedule and Compensation

A pre-retirement program for any eligible employee will require a reduction in the employee's normal assignment and will require a commensurate reduction in the yearly contract salary. The minimum part-time employment shall be the equivalent of one-half of the number of days of service required by the employee's contract of employment during their last year of service in a full-time position.

Maintenance of Benefits

Except for the reduction in salary corresponding to the reduced workload, the District will provide an employee on this program with the same benefits provided full-time Management and Confidential Employees. The District and the employee on the program shall agree to make contributions to the Retirement System of which the employee is a member equal to the amount that would have been contributed if the employee had remained in full-time employment.

Retirement Contributions

The employee on the program shall authorize the District in writing to deduct from the employee's pay such amounts as are necessary to pay the employee's 100% retirement contribution. Sick leave and vacation, where applicable, are earned on a pro rata basis.

Eligibility

The requesting employee must have been employed by the District as either a Management or Confidential Employee for at least ten years, of which the immediate preceding five years were full-time employment as defined by the Public Employees Retirement System (PERS).

The Management or Confidential Employee shall have reached the age of fifty-five years by the start of the year in which the work reduction begins.

The Management or Confidential Employee must agree to retire and terminate services with the District at the conclusion of the employee's pre-retirement program, which shall not exceed five years. The period of part-time employment shall not extend beyond the end of the fiscal year during which the employee reaches their 70th birthday.

The Management or Confidential Employee must make application for participation in the program to the Vice Chancellor of Human Resources at least 60 calendar days prior to the first day on which the work reduction is to be effective. The District may honor a late request proven to be due to unusual or emergency circumstances.

Plan Compliance

All provisions of the plan will comply with the California Education Code sections 87483 and 22713.

Adopted May 2, 1984

Renumbered from CCCD Policy 090-1-7, Spring 2011

Combined and revised BP 7864 and BP 7885 into AP 7381 November 5, 2025

Ratified November 5, 2025