

Coast Community College District
BOARD POLICY
Chapter 7
Human Resources

BP 7864 Pre-Retirement Reduced Schedule for Confidential Staff

This plan, made available to members of the Public Employees Retirement System in addition to members of the State Teachers Retirement system, will allow partial employment for full-time Confidential employees approaching retirement.

Purpose

The District offers a pre-retirement program which will allow partial employment for full-time Confidential employees approaching retirement. The program will give these staff members an opportunity to experiment with retirement through a reduced workload.

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 District during his/her last year of service in a full-time position.

Eligibility

In order to participate in this program a Confidential member must meet the following conditions:

1. The Confidential employee must have been employed by the District as a Confidential employee for at least ten (10) years, of which the immediate preceding five (5) years were full-time employment as defined by the Public Employees Retirement System (PERS).
2. The Confidential employee shall have reached the age of fifty-five (55) years by the start of the year in which the work reduction begins.
3. The 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 (5) years.
4. The Confidential employee must make application for participation in the program to the Vice Chancellor for Human Resources at least sixty (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.

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 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.

Adopted March 28, 1984
Revised July 18, 2007
Renumbered from CCCD Policy 080-1-7, Spring 2011