

Personnel

Pre-retirement Part-Time Employment

District classified employees may reduce their workload from full-time to part-time.

Regulations allowing employees to reduce their workload include but are not limited to the following (Education Code 45139):

1. The classified employee shall receive health benefits as provided in Section 53201 of the Government Code in the same manner as a full-time classified employee.
2. The option of part-time employment shall be exercised at the request of the classified employee and can be revoked only with the mutual consent of the employee and the Governing Board.
3. The classified employee shall have been employed full time in a classified position for at least 10 years of which the immediately preceding five years were full-time employment.
4. During the period immediately preceding a request for a reduction in workload, the classified employee shall have been employed full time in a classified position for a total of at least five years without a break in service.
5. The classified employee shall have reached the age of 55 prior to reduction in workload.
6. The period of the reduced workload shall not exceed 5 years
7. Minimum part-time employment shall be the equivalent of one-half of the number of hours of service required by the classified employee's contract of employment during the final year of service in a full-time classified position.
8. The classified employee shall be paid a salary which is the prorate share of the salary he or she would be earning had he or she not elected to exercise the option of part-time employment but shall retain all other rights and benefits for which he or she makes the payment that would be required if he or she remained in full-time employment.
9. The period of part-time employment shall not extend beyond the end of the school year during which the employee reaches his/her 70th birthday.

Legal Reference:

EDUCATION CODE

[45139](#) Reduced workload for classified employees