



HUMAN RESOURCES DEPARTMENT

San Francisco Community College District

50 Frida Kahlo Way, Bungalow 702 • San Francisco, CA 94112 • (415) 452-7660



Pre-Retirement Reduced Workload Request (17O)

DUE: end of March

Participation begins in the Fall. Cancellations/Changes must be received in March for the following fiscal year or else the member will continue with the current agreement. If the member cancels/returns to the program, the member must request in writing to the VC (cc: HR, Chair, & STRS). The maximum year(s) to participate is ten (10) years. If member does not fulfill the full year requirement or drops below 50% of FT, member will receive partial credit for actual time worked & will default on the agreement. If retiring/canceling agreement, the date must be as of June 30th.

NAME (LAST, FIRST, INITIAL)	DOB	SSN#	
HOME ADDRESS	MAILBOX	HOME PHONE	
DEPARTMENT	CHAIR'S NAME	MAILBOX	OFFICE PHONE

ELIGIBILITY REQUIREMENTS		YES	NO
1	I do hereby apply for reduced workload with full retirement credit in accordance with Section 17.O of the District/AFT contract.	<input type="checkbox"/>	<input type="checkbox"/>
2	I am a member of the State Teachers' Retirement System (STRS).	<input type="checkbox"/>	<input type="checkbox"/>
3	I am or will be 55 or older prior to Reduced Workload Program effective date.	<input type="checkbox"/>	<input type="checkbox"/>
4	I have been employed FT for a minimum of ten years of credited service in a certificated position prior to the reduction of workload.	<input type="checkbox"/>	<input type="checkbox"/>
5	I'll have been employed in a FT position for five years immediately preceding the Reduced Workload Program effective date.	<input type="checkbox"/>	<input type="checkbox"/>
6	I understand that I shall be paid a salary, which is the pro-rata share of the salary, which I would have earned had I not elected to exercise the option of reduced workload.	<input type="checkbox"/>	<input type="checkbox"/>
7	I understand that my contribution to STRS shall be the amount that would be deducted from my salary if I were employed on a FT basis.	<input type="checkbox"/>	<input type="checkbox"/>
8	I understand that participation in this program requires MANDATORY retirement on or before the end of this program.	<input type="checkbox"/>	<input type="checkbox"/>
9	I understand that in no case can my workload fall below 50% of a FT load in any academic year.	<input type="checkbox"/>	<input type="checkbox"/>
10	I have discussed this with my Department Chair and we have considered the impact on District Programs created by this request. (Chair's signature): _____, (mailbox) _____. (phone) _____.	<input type="checkbox"/>	<input type="checkbox"/>
11	I was awarded a recent sabbatical in (semesters) _____ and have paid back the college.	<input type="checkbox"/>	<input type="checkbox"/>

1. I wish to participate in this program effective Fall (year) _____ (maximum 10 academic years).
2. I wish to work. Please check your % choice or write in (cannot fall below 50% in any academic year):
 - 100% for Fall & 0% for Spring semesters;
 - 0% for Fall & 100% for Spring semesters; OR
 - _____% for Fall & _____% for Spring semesters.

WARNING: Employee should check with Certificated Payroll for effects of this reduction on salary

By signing, I acknowledge and accept the full terms and conditions of this program as enumerated in Section 17.O of the District/ AFT Contract. I further acknowledge and accept that participation in this program requires MANDATORY retirement at on or before the end of the ten (10) year program. I have read the provisions stated above and agree to hold the District harmless for any of the rules, regulations, and/or decisions of any Federal, State (e.g. the State Teachers' Retirement System) and/or municipal agencies, which may affect this agreement.

Employee's Signature	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Vice Chancellor's Signature	Date
<input type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible	
Authorized District Representative Signature	Date