

Reduced Workload / Shared Contract

Deadline for Requesting STRS Pre-Retirement Reduced Workload: January 15th

Deadline for Requesting Shared Contract: January 15th

Please review the following information regarding the STRS Pre-Retirement Reduced Workload (BTA Contract Article 13.7):

13.7 STRS Pre-Retirement Reduced Work Load Program (“Willie Brown Act”)

13.7.1 Application

Teachers desiring a Reduced Work Load (“RWL”) contract shall apply for leave of absence for the portion of the contract they wish to share. Requests for RWL contracts must be submitted in writing to the Superintendent or designee no later than January 15 of the year prior to the proposed RWL contract. The applicant will make every effort to find a job share partner. The request/application will indicate how the unit members plan to implement the job share position, including: details of how the unit members plan to coordinate their work, ensuring that the educational continuity of the class will be preserved, and a proposed job share calendar. Job share proposals shall be reviewed and approved by the Superintendent or designee with the site administrator input. Final approval of job share proposals shall be made by Board action. A teacher requesting a RWL contract must apply for and be granted leave by the Board, with all provisions of the leave policies being in effect.

13.7.2 Eligibility

Eligible employees may participate in the STRS Pre-Retirement Reduced Work Load Program and maintain full retirement benefits as follows:

13.7.2.1 “Eligible employees” is defined as certificated employees who:

- 1) have reached age 55 prior to reducing their work load;
- 2) have been employed full time in a certificated position for at least ten (10) years, of which the immediately preceding five (5) years were full time without a break in service;
- 3) approved leaves of absence, whether paid or unpaid, do not constitute a break in service.

13.7.2.2 Eligible employees who are interested in reducing to part-time and maintaining their retirement benefits shall notify the District’s personnel office in writing by no later than January 15 of the year preceding the year in which they desire to reduce to part-time status.

13.7.2.3 The part-time status must be at least one-half of a full-time position, and the employee must work at least one-half of the number of days of a full time employee.

13.7.2.4 While every effort will be made to place job sharers at their requested site, final assignments will be made based on the needs of the District and the limits set as stated in 13.1.1.

13.7.2.5 The employee shall receive a salary that is the pro-rata share of what he/she would have earned had he/she remained full-time.

- For each school year the member’s workload is reduced, the member shall contribute to the Teachers’ Retirement Fund the amount that the member would have contributed had the member performed creditable service for that position on a full-time basis.

- For each school year the member's workload is reduced, the employer shall contribute to the Teachers' Retirement Fund at a Reduced Workload Program contribution rate, adopted annually by the Teachers' Retirement Board, on the creditable compensation the member would have been paid had the member performed creditable service for that position on a full-time basis.

13.7.2.6 The employee shall receive the same benefits as he/she would have received if he/she remained full-time, and shall make whatever contributions toward benefits that a full-time employee with benefits make.

13.7.2.7 The reduction to part-time status under this program may not exceed five (5) years.

13.7.3 Returning to Full-time Status

13.7.3.1 A RWL employee who has previously been full-time may return to full-time status in a subsequent year only if a vacant position exists for which he/she is properly credentialed and qualified.

13.7.3.2 Should a RWL employee desire full-time status the following year, that individual must make a request in writing to the district by January 15.

13.7.3.3 If more than one RWL employee requests a vacant position in the district, and they are equally credentialed and qualified, the position will be granted to the teacher with the most seniority in the district. Returning RWL employees may fill vacant positions after all other transfers and reassignments have been completed, except returning job shares. Priority will be given to returning RWL employees over all returning job sharers or over all new hires (i.e. temporaries and eligibility pool).

13.7.3.4 The member shall make the full employee-portion of his/her retirement contribution and the district shall make the full employer-portion of the retirement contribution as each would have made had the employee remained full time.

13.7.3.5 RWL contract approvals are to be for a period of one (1) year and must be resubmitted for consideration each year by January 15th. The District may, at its discretion, accept late job RWL proposals that are judged to be in the best interest of the programs of the district.

13.8 Absences

The job sharers may cover for each other for absences with the mutual consent of the principal and the "covering" teacher.

13.7.1 See Article 17.8.1 - Substituting/covering extended leave.

13.9 Duties

Both teachers sharing contracts will be responsible for attending parent conferences and all other duties and responsibilities normally considered to be part of a regular teacher's contract unless released by the site principal. Both teachers sharing a contract are required to attend all district in-services and will be compensated their daily rate accordingly.

Please review the following information regarding Job Sharing (BTA Contract Article 13.1):

13.1 Job Share

“Job Share Pair” is one full-time position filled by two (2) permanent full-time employees on a 50-50 ratio, but in no event less than a 60-40 ratio, with each employee taking a leave of absence from the remaining portion of their position.

13.1.1 Application

Teachers desiring a shared contract shall apply for leave of absence for the portion of the contract they wish to share. Requests for job shares must be submitted in writing to the Superintendent or designee no later than January 15 of the year prior to the proposed job share. The request will indicate how the unit members plan to implement the job share position, including: details of how the unit members plan to coordinate their work, ensuring that the educational continuity of the class will be preserved, and a proposed job share calendar. Job share proposals shall be reviewed and approved by the Superintendent or designee with the site administrator input. Final approval of job share proposals shall be made by Board action. A teacher requesting a shared contract must apply for and be granted leave by the Board, with all provisions of the leave policies being in effect. One of the criteria for approval will be the district's ability to find an acceptable job share partner. The maximum number of job share pairs, including RWL contracts, shall not exceed 10% of the total number of teaching positions in the district or 20% of the total number of teaching positions in the school.

13.1.2 Job share assignments may be entered into by permanent teachers only.

13.1.3 While every effort will be made to place job sharers at their requested site, final assignments will be made based on the needs of the District and the limits set as stated in 13.1.1.

13.1.4 Shared contracts are to be for a period of one (1) year only, and must be resubmitted for consideration each year by January 15th. The District may, at its discretion, accept late job share proposals that are judged to be in the best interest of the programs of the district. Priority shall be given to unit members under 13.7 STRS Pre-Retirement Reduced Work Load Program (“Willie Brown Act”).

13.1.5 For those that are lacking a partner, the District will make every effort to assist in finding a job share partner. If by February 15 a job sharer lacks a partner for the following school year, he/she is subject to transfer to another site should another "singleton" desiring a job share exist at a different site within the district. Criteria for the transfer will be experience, competency and qualifications.

13.1.6 If the job sharer does not wish the transfer, he/she may request full-time. This decision must be made within one week of notification of transfer.

13.2 Absences

The job sharers may cover for each other for absences with the mutual consent of the principal and the "covering" teacher.

13.2.1 See Article 17.8.1- Substituting/covering extended leave.

13.3 Duties

Both teachers sharing contracts will be responsible for attending parent conferences and all other duties and responsibilities normally considered to be part of a regular teacher's contract unless released by the site principal. Both teachers sharing a contract are required to attend all district in-services and will be compensated their daily rate accordingly.

13.4 Benefits

Teachers sharing contracts will be eligible for their pro rata share of medical and dental benefits and will be required to reimburse the district for the portion paid by the district on a monthly, quarterly or yearly basis as requested by the District.

13.5 Salary Schedule Movement - An experience step will be granted at the end of two (2) school years.

13.6 Returning to Full-time Status

13.6.1 A job sharer who has previously been full-time may return to full-time status in a subsequent year only if a vacant position exists for which he/she is properly credentialed and qualified.

13.6.2 Should a job sharer desire full-time status the following year, that individual must make a request in writing to the district by January 15.

13.6.3 If more than one job sharer requests a vacant position in the district, and they are equally credentialed and qualified, the position will be granted to the teacher with the most seniority in the district. Returning job sharers may fill vacant positions after all other transfers and reassignments have been completed. Priority will be given to returning job sharers over all new hires (i.e. temporaries and eligibility pool).

PLEASE COMPLETE AND RETURN TO THE DISTRICT OFFICE BY THE JANUARY 15TH:

After reviewing the information above, I am requesting the STRS Pre-Retirement Reduced Workload program

After reviewing the information above, I am requesting a Shared Contract only (Not the Reduced Workload)

Name: _____

Requested School Site: _____

Requested Partner: _____

Requested Grade Level: _____

Comments: _____

Signature

Date: _____