AP 7210  ACADEMIC EMPLOYEES

References:
Education Code, Sections 87400 et seq., 87600 et seq., and 87482.8;
Title 5, Section 51025

Faculty Senate: A faculty senate, organized under the provisions of the Administrative
Code (California Code of Regulations, Title 5, Section 53200 et seq.), may represent the
faculty by participating with the administration and the Board of Trustees in the formation
of District policies on academic and professional matters as long as the exercise of such
function does not conflict with lawful collective bargaining agreements.

Full-Time Faculty Assignment: All employment is predicated on a 40-hour week for all
full-time academic employees. A full-time teaching load is 30 teaching units per academic
year. Full-time academic employees’ work hour assignments shall be made in
accordance with established administrative guidelines and procedures. All full-time
faculty employees regardless of tenure status, title or District assignment, shall perform
specific duties under the direction of the designated management employee.

Full-Time Faculty Assignment in Adult Education: A full-time teaching assignment
in Adult Education classes for the District is 30 teaching hours per week. Temporary part-
time Adult Education instructors’ assignments shall not exceed 60 percent of the 30 hours
per week pursuant to Education Code Section 87482.5. The duties and responsibilities
of full-time Adult Education faculty are the same as the duties and responsibilities of all
other full-time academic employees.

Academic Rank: Qualifications and procedures to obtain rank shall be recommended
by the Faculty Senate, approved by the Vice President of Academic Affairs, and published
in the Faculty Handbook.

Reduced Workload Prior to Retirement: A reduced workload from full-time to part-time
(not less than half-time) with prorated pay and maintenance of full retirement benefits,
may be granted by the Board of Trustees to those academic employees who qualify.

Qualification for Application: To qualify for the application for reduced load, the
employee must meet all the following criteria:
1. The employee shall have reached age 55 prior to the year when the reduction in
   workload occurs.
2. The employee shall have been employed full-time in an academic position for at
   least ten years of which the immediate preceding five years were full-time
   employment with the Cerritos Community College District.
3. During the period immediately preceding a request for a reduction in workload, the employee shall have been employed full-time in an academic position for a total of at least five years without a break in service. Sabbatical leaves and other approved leaves of absence shall not constitute a break in service. Time spent on a sabbatical or other approved leave of absence shall not be used in computing the five year full-time service requirement.

4. The employee cannot participate in the plan for more than five years.

5. The employee is not an educational administrator.

Terms of Agreement: The terms of agreement for reduced workload between the District and the employee include the following:

1. The option of part-time employment shall be exercised at the request of the employee and can be revoked only with the mutual consent of the employer and the employee.

2. The employee shall be paid a salary which is the pro-rata share of the salary he/she would be earning had he/she not elected to exercise the option of part-time employment, but shall retain all other rights and benefits for which he/she makes the payments that would be required if he/she remained in full-time employment. All hours of required service to the District under this agreement shall be prorated accordingly.

3. An employee requesting the reduced workload prior to retirement will be assigned a minimum of 50% load. An employee requesting the reduced workload of 50% prior to retirement may have the reduced assignment scheduled in either one semester or in the two semesters upon mutual agreement of the employee and the District. If reduced workload exceeds a 50% assignment, the load will be divided over two semesters. Each case will be individually considered in relationship to how the reduced assignment will affect the employee's assignment and meet District needs.

4. The employee and the District shall agree to contribute to the Teachers' Retirement Fund the amount that would be contributed if the member were employed on a fulltime basis. The employee shall make arrangements with the Payroll Department for payroll deductions or a lump sum payment in the amount necessary to pay the employee’s 100% retirement contributions.

5. The period of agreement may be from one to five years.

6. The length of the original agreement for reduced load or the percentage of assigned load may be changed within the limits of the Education Code only by mutual agreement of the District and the employee.

7. If an employee works less than 100% assignment, the amount of accumulated sick leave varies in direct proportion to the percent of full-time employment.

8. An employee on less than full-time employment, who must use sick leave, will reduce earned leave on the same basis as employment.

9. The employee must retire on or before the termination of the agreement.

10. An employee on a reduced workload agreement shall not be employed in any overload or substitute hourly assignments during the regular school year.
Approval of Application: Eligible academic employees who wish to apply for a reduced workload should do so prior to February 1 of the school year preceding the first year in which the reduced workload will become effective.

The application must be approved by the employee's immediate manager, the appropriate Vice President, and the President/Superintendent before it can be recommended to the Board of Trustees for approval.

The decision to approve or deny a request for a reduced workload of an employee will depend on the effect it will have on the educational program. Consideration should be given to whether adequate replacement can be found and the number of people within an instructional area who may be on leave.

Also see BP 4005 titled Duties and Responsibilities of Faculty Members and BP 2510 titled Participation in Local Decision Making.

Offices of Primary Responsibility: Vice President, Academic Affairs
Vice President, Human Resources

Date Approved: December 10, 2008
(Replaces former Cerritos CCD Policies 7209, 7210, 7212, 7215 and 7222)