

**PART-TIME EMPLOYMENT - EARLY RETIREMENT – ADMINISTRATORS 6609**

It is the policy of the Board of Trustees of the Anaheim Union High School District to provide administrative employees of this district with the opportunity to phase in their retirement by reducing their workload from full-time to part-time duties while maintaining full retirement benefits pursuant to Education Code section 22724. This reduced workload shall be authorized upon request of any full-time administrative employee subject to the following conditions:

- 1.0 The employee must have reached the age of fifty-five (55) years prior to reduction in workload.
- 2.0 The employee must have a least ten (10) years of full-time employment in this District in a position requiring certification, of which the immediately preceding five (5) years were full-time employment.
- 3.0 The minimum part-time employment shall be one-half (1/2) of the number of days of service required by the employee's contract of employment during the final year of service in a full-time position. The term "one-half" means full-time for one-half (1/2) days or half-time (1/2) for the full number of days required for the individual's position classification.
- 4.0 The option of part-time employment and full retirement benefits must be exercised on an annual basis.
- 5.0 The request for part-time employment must be exercised at the request of the employee and formalized by a written agreement prior to the period of reduced service. The Assistant Superintendent, Human Resources shall specify the conditions of reduced service and shall establish the deadlines for making application and reaching agreement. The agreement can be revoked only with the mutual consent of the employee and the District.
- 6.0 The employee who elects a reduced workload in accordance with the conditions of this policy shall be paid a salary which is the pro rata share of the salary that would be earned if the request for part-time employment had not been made, and shall retain all other rights and benefits of full-time employment, provided the employee elects to contribute to the Teachers' Retirement Fund the amount that would have been contributed if employment was on a full-time basis. If the employee elects to contribute the full-time employment share to the Teachers' Retirement Fund, the District shall also do the same to assure full-time employment retirement allowance.

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- 7.0 The District reserves the right to deny granting a reduced workload to any employee if doing so would create a staffing problem.
- 8.0 No employee shall be entitled to receive retirement credit for more than five (5) years service under this policy.

Legal Reference:

Education Code Sections 22724 and 44922  
Government Code 20815

Board of Trustees

September 11, 1975

Revised: October 23, 1986

Revised: February 14, 1991

Revised: January, 1994

Revised: October 12, 2000

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