



**Allan Hancock Joint Community College District
Board Policy
Chapter 7 - Human Resources**

BP 7926 REDUCED CLASSIFIED WORKLOAD

The District recognizes that it may be of mutual benefit for the District and classified employees to allow a classified employee to reduce their workload from full-time to part-time duties. The Superintendent/President will review each request in terms of department, economics, and the overall effect on the District. "Reduced Workload" requests which are determined to be in the best interests of the District will be forwarded to the Board of Trustees for action.

References: Education Code Section 88038;
Government Code Section 20905

Adopted: 5/19/26

This is a new board policy.

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 7 - Human Resources

AP 7926 REDUCED CLASSIFIED WORKLOAD

Only full-time classified, supervisory, confidential and management employees who satisfy each of the following conditions, pursuant to Education Code 88038, may be considered for participation in the workload reduction program authorized by this policy:

- a) The classified employee shall have reached the age of 55 prior to reduction in workload.
- b) 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.
- c) During the period immediately preceding a request for a reduction in workload, the classified employee must have been employed full-time in a classified position for a total of at least five years without a break in service.
- d) 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 district and the classified employee.
- e) The classified employee shall be paid a salary which is the pro rata share of the salary they would earn had they not elected to exercise the option of part-time employment but shall retain all other rights and benefits for which the classified employee makes the payments that would be required if they remained in full-time classified employment with the District. The classified employee shall receive health benefits in the same manner as a full-time classified employee.
- f) The minimum part-time employment shall be the equivalent of one-half of the number of days of service required by the classified employee's contract of employment during the classified employees' final year of service in a full-time classified position.
- g) The period of the part-time classified employment shall not exceed five years.
- h) The period of the part-time classified employment shall not extend beyond the end of the academic year during which the classified employee reaches their 70th birthday.

Retirement credit and allowance, pursuant to California Government Code Section 20905:

The classified employee shall, for that period of part-time employment covered by this policy, receive the retirement credit they would receive if they were employed on a full-time basis. The classified employee's retirement allowance, as well as any other benefits they are entitled to under this part, shall be based upon the salary they would have received if employed on a full-time basis if the employee and their employer both contribute to the retirement fund the amount that would have been contributed if the member was employed on a full-time basis.

Prior to the reduction of a classified employee's workload under this policy, the District personnel responsible for the administration of this program shall verify the eligibility of the application for the reduced workload program.

Records:

The District shall maintain the necessary records to separately identify each classified employee receiving credit pursuant to this policy.

Request for Participation:

1. To participate in the classified reduced workload program, the classified employee must submit a written request to the appropriate cabinet level administrator no later than 60 days prior to the requested start date. The reduced workload request shall include:
 - a. Reason for the requested workload reduction.
 - b. The percentage (FTE) of reduction requested.
 - c. Length of time for which the reduced status is to be considered (leaves are considered on a year-to-year basis).
 - d. State if the request is to be considered under the provisions of Education Code Section 88038.
2. Upon receipt of the written request, the cabinet level administrator may meet with the appropriate supervisor or department head to assess the impact of the request upon the district. The request and an administrative recommendation shall be forwarded to the Superintendent/President, who will assess the request's impact upon the entire District. The Superintendent/President is not obligated to grant the request if it is not in the interest of the District. The Superintendent/President will submit the application and a recommendation to the Board of Trustees for action. Compensation for approved requests will be prorated for salary and benefits except for those approved under Education Code Section 88038 and Government Code Section 20905.
3. All requests under this section that are approved by the Board of Trustees will receive prorated (FTE) salary, along with benefits and retirement contributions consistent with this policy, Education Code Section 88038, and Government Code Section 20905.

References: Education Code Section 88038;
Government Code Section 20905

Adopted: 4/21/26

This is a new administrative procedure