

# Sierra College

## ADMINISTRATIVE PROCEDURE

AP 7217

### Reduced Workload - Faculty

Date Adopted:	1/1/1992
Date Revised:	4/5/2019
Date Reviewed:	4/5/2019
References:	Education Code Sections 22713, 87483, 89516

This procedure administers the Reduced Workload Program for faculty in compliance with the Education Code and STRS Directives.

The agreement to reduce your workload must be in effect at the beginning of the school year.

After discussing the Reduced Workload Program with Human Resources and reviewing your qualifications, employee must enter into a contractual agreement with the District to participate in the program for the entire school year. Employee must enroll before the school year begins.

- The employee submits a written request to participate in the Reduced Workload Program to the Human Resources Office. The Human Resources Office will verify the eligibility and participation requirements. The District and the employee will enter into an agreement stipulating the conditions under which the reduced workload request will be approved by the Board of Trustees. Such conditions will include the number of years of participation in the program, the effective date of retirement from the District upon conclusion of the reduced load, and written confirmation from STRS that the member is eligible to participate in the program.
- Upon completion of the above, the Human Resources Office will place the request on the Board agenda for approval.
- The request must be Board approved prior to the beginning of the school year.

See Board Policy 7217.