

**PART-TIME EMPLOYMENT WITH FULL RETIREMENT
CREDIT FOR CERTIFICATED MANAGEMENT EMPLOYEES**

It is the Governing Board's policy that Management Team members who meet the qualifications will be allowed to apply for a reduction in workload from full-time to part-time. Part-time employment may be equivalent to one-half of the days of service required of a full-time management employee. A management team member who wishes to participate in this program must submit a "Part-time Employment with Full Retirement Credit" request on or before March 15 to the Personnel Department. Approval of such requests shall be based upon the best interests of the district as determined by the Superintendent. Upon approval, a written agreement between the employee and the district will be prepared outlining the job description, duties, and locations of the assignment. To participate in this program:

1. The employee must have reached the age of 55 prior to assuming a part-time position.
2. The employee must have been employed in district full-time in a position for at least 10 years of which the immediately preceding five years were full-time employment.
3. This option of part-time employment may be exercised only at the request of the employee and can be revoked only with the mutual consent of the district and the Management Team member.
4. Part-time status under this policy is limited to a period of five years, which must be approved on a yearly basis, following which the employee will retire.
5. The employee must submit contributions to State Teachers Retirement System based on the amount employee would have earned if employed on a full-time basis.
6. The minimum part-time employment assignment shall be the equivalent of one-half of the number of days of service required by the Management Team member's contract of employment during the final year of service in a full-time position.
7. The employee shall be paid a salary which is the prorated share of the salary which would be earned if not electing to exercise the option of part-time employment but shall retain all other rights and benefits for which payments are made that would be required if remaining in full-time employment. The employee shall receive health benefits in the same manner as a full-time employee.
8. Management Team members may not participate after the age of 65. Members in the program who reach 65 during the school year may continue through that school year.
9. Part-time status must be based on a full school year or term and the minimum compensation paid or time worked must be equal to no less than one-half time. No retirement credit will be allowed beyond the date of termination for any reason such

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- as discharge, death, or retirement. The reduced service may be on a daily schedule or full-time for at least one-half year; however, all contributions must be paid monthly to the State Teachers Retirement System or Public Employee Retirement System.
10. Any Management Team member interested in participating in the program shall notify the Personnel Office no later than March 15. The district shall schedule a meeting with each Management Team member on or before May 15 to develop a mutually agreeable program.
 11. The agreement between the Board and the participating Management Team member must be consummated on or before June 15.
 12. A management team member who has entered into an agreement with the Board to participate in the part-time employment program shall have five days from the date of signing the agreement to revoke such agreement.
 13. A management team member may request termination of this agreement and a return to full-time employment in writing no later than March 15 of any school year preceding the 5th year of participation. This request may be granted at the discretion of the District.
 14. A management team member who participates in the part-time employment program shall be paid monthly for all services performed. Payments shall be made on the same day full-time employees are paid.
 15. Only certificated management employees, who do not hold positions with salaries above that of a school principal, may participate in the part-time employment with full retirement credit program.