

Reduced Workload Program - Employee Information Sheet

The Reduced Workload Program (RWP) allows eligible employees to reduce their workload while maintaining full retirement and health benefits. This program aims to ease the transition into retirement while continuing institutional contributions. Below is an overview of the program's key features and eligibility requirements.

Benefits and Features:

- Employees may reduce their workload to part-time (minimum of 50%) and still receive full retirement benefits by contributing, via payroll deduction, for the full retirement deduction as if they were full-time.
- Employees may also elect to maintain a 100% workload while participating in the program.
- Retirement benefits are calculated as if the employee worked full-time.
- Participants retain full health benefits under the program.
- Program participation may last up to 10 years, whether consecutive or non-consecutive, depending on employer approval.

Eligibility Requirements:

- Employees must be at least **55 years old**.
- Must have a minimum of **10 years of full-time service**, with **5 years of continuous service** before reducing workload.
- Employees must work at least **50% of their full-time workload**.
- **For CalPERS members only:**
 - Participation cannot extend beyond the year of their 70th birthday.
 - The period of part-time employment is limited to **5 years**.
- **Leaves of absence** and **sabbaticals** do not count as breaks in service, though they cannot contribute to the 5-year continuous service requirement.

Program Duration and Termination:

- The program is available for up to **10 years**.
- Participation may end if the employee does not meet the minimum workload requirement.
- **Mutual consent** is required for voluntary termination.
- If workload is below 50%, then participation in the program is automatically cancelled.

- Service credit, contributions, and retirement benefits remain unchanged if the workload is reduced to **50% or more**.

Employer Responsibilities:

- Employers must ensure eligibility and submit certification to CalSTRS.
- Employers must track contributions and maintain records specific to RWP participants.
- Termination notifications must be provided to CalSTRS within **30 days** if the RWP agreement ends prematurely.

Additional Information:

For more details or questions, contact Human Resources or consult **California Education Code Sections 22713, 87483** and **PCCFA CBA Article 4.4**.