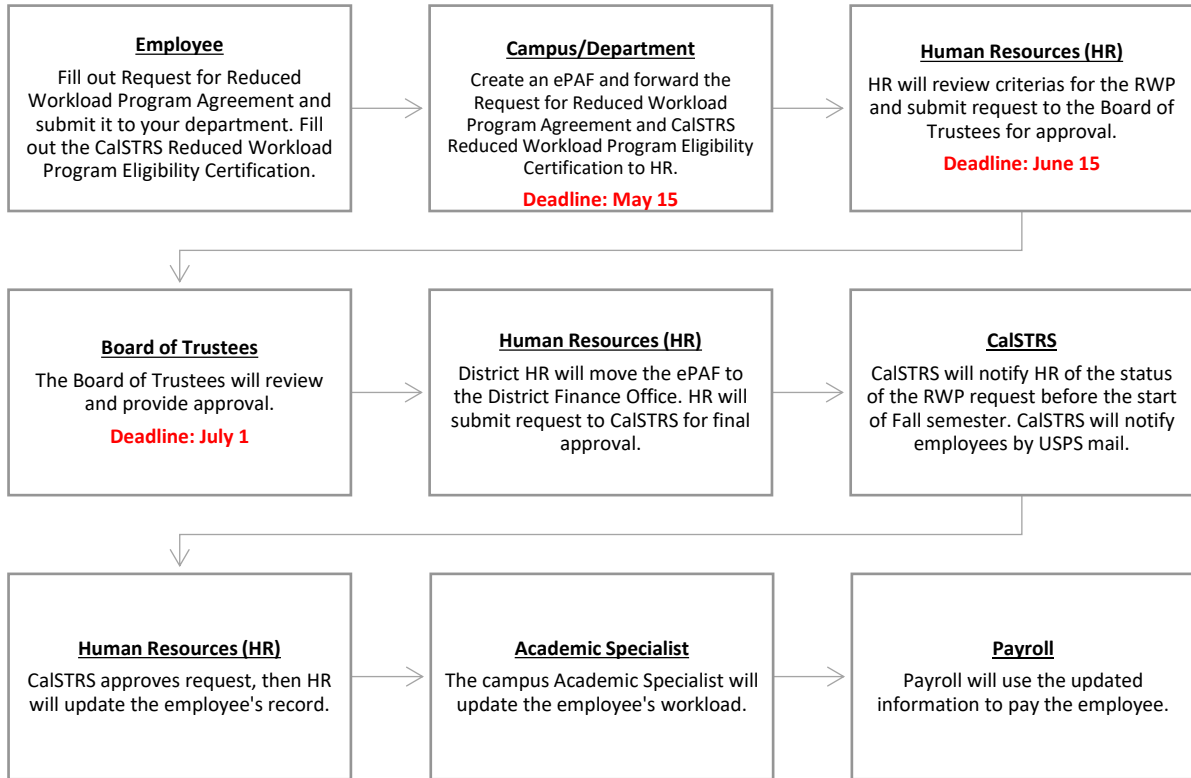# Reduced Workload Program (RWP) Guide

Please carefully review the chart and full guide to learn how the process for Reduced Workload Program (RWP) works.

Below is a chart of the full process for the Reduced Workload Program (RWP).

Employee	**Campus/Department**	**Human Resources (HR)**
Fill out Request for Reduced Workload Program Agreement and submit it to your department. Fill out the CalSTRS Reduced Workload Program Eligibility Certification.	Create an ePAF and forward the Request for Reduced Workload Program Agreement and CalSTRS Reduced Workload Program Eligibility Certification to HR. **Deadline: May 15**	HR will review criterias for the RWP and submit request to the Board of Trustees for approval. **Deadline: June 15**

Board of Trustees	**Human Resources (HR)**	**CalSTRS**
The Board of Trustees will review and provide approval. **Deadline: July 1**	District HR will move the ePAF to the District Finance Office. HR will submit request to CalSTRS for final approval.	CalSTRS will notify HR of the status of the RWP request before the start of Fall semester. CalSTRS will notify employees by USPS mail.

Human Resources (HR)	**Academic Specialist**	**Payroll**
CalSTRS approves request, then HR will update the employee's record.	The campus Academic Specialist will update the employee's workload.	Payroll will use the updated information to pay the employee.

Employee/Faculty

What is the Reduced Workload Program (RWP)?

In accordance with the Ed Code Sections 87483 & 22713 and PFT Article 27, the Reduced Workload Program is a California State Teachers' Retirement System (CalSTRS) program that allows full-time faculty to reduce their workload from full-time to part-time and maintain full-time service credit with CalSTRS if they meet the criteria listed on the CalSTRS Reduced Workload Program Eligibility Certification form.

What are the requirements of the Reduced Workload Program?

- Request approvals by both the PCCD Board and CalSTRS.
- Full-time faculty member must work at least 50 percent.
- RWP requires participation of one full academic year (from Fall through Spring).

What documents do I need to fill out and where can I find them?

You must complete the Request for Reduced Workload Program Agreement and the CalSTRS Reduced Workload Program Eligibility Certification. These forms are located on the HR website under Academic Employees.

Reduced Workload Program (RWP) Guide

Campus/District

Create an ePAF and forward both the Request for Reduced Workload Program Agreement and CalSTRS Reduced Workload Program Eligibility Certification to the HR Office.

Where can I find examples of how to initiate a RWP ePAF?

You can find examples by visiting the HR website and clicking on the ePAF Guides icon (https://web.peralta.edu/hr/epaf-guides/).

You will need to list the following information on the ePAF:

1. Effective Date is always the first day of instruction for fall semester.
2. The average FTE percentage for the entire academic year. (e.g. Fall 100% and Spring 80%, average FTE: 90%)
3. Correct budget information.

What happens after I initiate the ePAF?

The ePAF will go through the campus approvals until it reaches the District. District personnel must receive documents from campus and submit them for the Board's approval. CalSTRS is the final approver. Employee's record will be updated after receiving both Board **and** CalSTRS's approvals.

What will happen if there are any errors on the ePAF?

The ePAF will be sent back if there are errors in the dates or budget.

Contact:

- **Employee:** If you have questions about the information filled in the RWP request.
- **HR:** If you have questions about how the RWP works.
- **Campus Business Office or District Finance:** If you have questions about the budget (e.g. budget transfer, budget journal, memo, etc.).
- **Additional RWP information:** For more details on the program, eligibility and features, please visit the RWP procedures website.

Human Resources

The HR office checks the ePAF when it gets to the HR queue the first time. HR will verify that the employee meets the criteria to participate in the Reduced Workload Program and submit the request for the Board's approval. Once the Board approves it, HR will submit the request to CalSTRS for final approval. The ePAF will go through District approvals and then back to HR. The HR Generalist will update the faculty's information (FTE, etc.) after the ePAF is complete and the faculty's documents are approved by both the Board and CalSTRS.

Updates can only be made before the Payroll deadline, which means that faculty information will not be updated right away if HR receives the ePAF or documents late. Information will be updated the following month if the Payroll deadline has passed.