



## Peralta Community College District Office of Human Resources

### Request for Reduced Workload Program Agreement (PFT Members)

#### Instructions for Completing the Reduced Workload Program Form

Certificated personnel requesting to reduce their workload from full-time to part-time shall submit an application to the appropriate College Dean for submission to the College President. The College President shall submit the application packet to the Human Resources Office for placement on an upcoming Board of Trustees Meeting Agenda.

**Deadline Dates for Submission to the College President:**

- **May 15----** for implementation in the following academic year.
  - **June 15----** all signed agreements and ePAF should be submitted to Human Resources.
  - **July 1 ----** Deadline for Board of Trustees Approval.
    - Individual agreements will be developed for each approved applicant.
- \*\* Participation must begin at the beginning of the school year (Fall term) for CalSTRS covered members. \*\*

**Employee Information:**

**Date:** \_\_\_\_\_

Name (Last, First, Middle):	
Position Title:	Subject Field:
College:	Division:
Date of Birth (Month, Day, Year):	Age:
Home/Mailing Address:	
Zip code:	Telephone Number:
Email Address:	

**A Reduced Workload is requested as follows:**

<b>Academic Year of:</b>
<b>Effective Term and Date:</b> <input type="checkbox"/> Fall Semester – <input type="checkbox"/> Spring Semester <b>Effective Date:</b>

**Number of years requested:**       (1)    (2)    (3)    (4)    (5)   **\*\*New participant\*\***

**Number of years participated in RWP:**  (1)    (2)    (3)    (4)    (5)   **\*\*Continuing participant\*\***

**Semester:** Fall \_\_\_\_\_%   Spring \_\_\_\_\_%   **Average FTE for Academic Year(s)** \_\_\_\_\_

**Approvals:**

Names and Titles	Signatures	Dates
Employee:		
Division Chairperson:		
Dean:		
College President:		

*Human Resources Office Use Only*

<b>Board of Trustees Approval Date:</b> _____ <b>Date HR Office sent Application to CalSTRS/CalPERS:</b> _____
<b>Comments:</b>