



## **Reduced Workload Program**

Certificated employees may request to perform their teaching responsibilities on a part-time basis with full retirement credit for a period of one school year. The teacher must be 55 years old and have worked full-time for a minimum of ten years prior to the workload reduction.

To request participation in this program, a signed and dated letter must be sent to Tina Sardina requesting participation in the Reduced Workload Program (RWP) at a specific FTE for the 2020-21 school year. The request letter must be received at the district office no later than April 20th, 2020, for inclusion in our submission for May board approval.

Once board approved, we will ask the employee to come in to sign the agreement.