

VOLUNTARY PRE-RETIREMENT WORKLOAD REDUCTION

Policy Number: 424

Categorized: [Human Resources](#)

Responsible Office: Human Resources

Subject: Opportunity for teaching faculty to teach a reduced workload prior to retirement

Related Policies:

Procedures: See below.

Additional Information:

Effective Date:

Last Reviewed Date: 07/06/2020

1. Scope

This policy applies to all full-time teaching faculty.

2. Policy

Northern Virginia Community College offers teaching faculty the opportunity to teach a reduced workload prior to their actual retirement date. The college president will determine whether the program should be offered in any given year.

Participants will be selected based on the needs of the college as determined by the President. The President's decision is final and may not be appealed through the faculty Grievances and Alternative Dispute Resolution procedures.

Faculty participation in the program is voluntary; no faculty member shall be penalized in any way for not participating.

Eligibility

To be eligible for this program, teaching faculty must meet all of the following criteria:

- a. be a full-time teaching faculty member;
- b. be at least 60 years of age;
- c. have completed at least 10 years of full-time service in the VCCS;
- d. have the right to continued contractual employment in a non-restricted position;
- e. have received a "Meets Expectations" rating on the most recent evaluation; or the equivalent good, very good, or excellent rating; and
- f. have the approval of the president.

Program Provisions

- a. A reduced teaching workload may extend to no more than three one-year contracts and must be reviewed annually after the initial award.
- b. A reduced teaching workload contract will be 60% to 80% of the salary of the final year of full 100% employment.
- c. The college will provide benefits according to state policies or on a pro-rated basis equivalent to the percentage of the agreed upon contract (60% to 80%).
- d. The total workload including teaching, non-teaching duties (e.g. advising, service, institutional responsibility, committee work, etc.) and office hours will be determined on a negotiated, pro-rated basis.
- e. Faculty members with a reduced workload will be evaluated only on the annual performance and professional development measures in the Teaching Faculty Development, Evaluation and Recognition Policy, 4xx.
- f. Faculty members electing a reduced workload must commit to their retirement date in writing at the time of approval into the program.
- g. Academic deans will determine how the reduced workload is distributed between the fall and spring semesters
- h. Faculty members electing a reduced workload:
 - i. are not eligible to return to a 100% contract.
 - ii. will be paid adjunct rates if they are asked to teach in the summer.

3. Definitions

N/A

4. Procedures

Submit [Form 125-398](#) by February 1.

5. Authority

VCCS Policy 3.8.14 Voluntary Pre-Retirement Workload Reduction Program