

PERSONNEL - CERTIFICATED MANAGEMENT/CLASSIFIED MANAGEMENT

SUBJECT: Early Retirement Program - Management

Any management staff member of the County Office of Education who meets the eligibility requirements may apply for early retirement under this Management Early Retirement Program.

Retirant Service Employment

1. Eligibility

After ten (10) years of satisfactory service with the Riverside County Office of Education, and the achievement of age fifty-five (55) before effective date of retirement, a management staff member is eligible for this program. A year of service is defined as working seventy-five percent (75%) of the days required by the participant's employment contract.

Persons who qualify and are accepted into this program shall retire from their full-time positions with the County Office of Education.

2. Application

Application to initiate participation in this program shall be made to the County Superintendent of Schools no later than March 15th, using "Application for Management Early Retirement Program," Form No. 2070, available in the Personnel Office.

Individuals who qualify and are already participating in this program shall annually, and no later than January 1 of each school year, submit a written statement to the County Superintendent of Schools, that they desire to continue participation in the program.

3. Participation of Retirant

A retirant in this program will be required to provide service to County Office of Education pursuant to a retirant service employment agreement which is on an annual basis for up to five (5) years or until the retirant reaches age sixty-five (65), whichever occurs first.

An eligible first-time participant who resigns and retires prior to June 30th may be approved to provide retirement service if:

- (a) He/she will be able to serve the approved retirement service days prior to July 1.

- (b) The participating division will accommodate the request in terms of kind/type of service and service timelines.
- (c) There will be no significant budgeting impact.
- (d) He/she is in STRS or PERS retirement status.

Subject to approval by the Superintendent/Designee, a retirant may request to serve less than the maximum number of contract days. If such request is approved, payment for such service shall be based on the established daily rate. Such reduced service will count as a year served and "unused" service days may not be added to the next fiscal year.

A retirant may terminate further participation in this program at any time upon written notice to the County Superintendent of Schools. Such termination will be irrevocable. If it occurs prior to the conclusion of the current service year term, the retirant will be paid only for days of service actually rendered.

The County Superintendent of Schools reserves the right to request a medical examination by a county appointed physician at county expense to determine if the retirant is physically, emotionally, and mentally capable of carrying out the assigned responsibilities.

4. Termination of Program

Prior to the commencement of each fiscal year, the County Superintendent of Schools shall review this program and determine if it should be continued. The County Superintendent of Schools reserves the right to modify or discontinue the program at the end of any fiscal year provided, however, that in the event the program is discontinued, all persons then participating shall normally be continued in the program for five (5) years or until the conclusion of the school year in which the retirant reaches age sixty-five (65).

5. Type of Service to be Performed

Illustrative examples of service under this program may include, but are not limited to, curriculum development; classroom and individualized instruction; inservice training; research studies; budget and accounting services; personnel and employee relations services; and other services relating to programs operated by the County Office of Education.

6. Compensation and Service

A participant in this program will be in retirement status and may receive an annual contract in an amount defined by criteria in County Office of Education Regulation 4317.12, but in no

Adopted:	2-17-82	revised:	6-16-99
revised:	7-17-85		
revised:	9-13-89		
revised:	3-20-91		

event shall the amount exceed that allowed pursuant to STRS annual adjusted amount. Classified management are further limited to 120 days in a fiscal year as specified by Government Code 21158.

The number of days of service shall be determined by dividing the annual contract amount by the daily rate earned by the management staff member in the highest paid year of full-time service prior to retirement. (Daily rate shall be computed using annual number of contract days.)

Retirants will meet with the County Superintendent or his/her designee prior to July 1 of each fiscal year to determine and obtain approval for the kind/type and dates of service for the year.

Annual continuation of service under this plan will be contingent upon a satisfactory level of service performance.

7. County Superintendent

Notwithstanding any other provisions hereinabove, any person who has served as the Riverside County Superintendent of Schools and who meets the eligibility requirements of A.1. should be eligible to participate in the Certificated Management Early Retirement Program on the same basis as any other certificated management employee, except as expressly provided herein, after he/ she completes his/her term of office.

Any Riverside County Superintendent of Schools eligible under this paragraph 7 may participate in the Management Early Retirement Program up to a maximum of five years following his/her last term of office. Said five years of participation need not be consecutive but shall not extend beyond the school year in which the former superintendent reaches age 65.

Any eligible Riverside County Superintendent of Schools shall make application at least annually in the school year in which he/she desires to participate in the Management Early Retirement Program.