

APPENDIX W
REQUEST for ARTICLE 18 – REDUCED WORKLOAD PROGRAM
(Article 18 – Reduced Workload Program)

Foothill-De Anza Community College District

In accordance with the provisions of *Article 18 – Reduced Workload Program*, this form constitutes the specified written request for participation in the program (*Section 18.8.2*).

Name: _____		CWID: _____	
<input type="checkbox"/> Initial Request First College Year of Participation: _____ Requested number of years of Article 18 Reduced Workload Contract (<i>Section 18.8.2.3</i>): _____			
<input type="checkbox"/> Change Effective Date (College Year) _____			
I am requesting to work an Article 18 Reduced Workload Contract of _____%. (50% minimum)			
Load Configuration for Reduced Contract			
(<i>Sections 18.8.1 and 18.8.2.2</i>):			
<u>Instructional Period</u>	<u>Load</u>	<u>Reminders</u>	
Fall Quarter	_____	<i>QUARTERLY LOAD must not exceed customary departmental load configuration for regular and contract faculty.</i>	
Winter Quarter	_____		
Spring Quarter	_____		
11 th Month*	_____	<i>LOAD TOTAL must match the percentage of Article 18 Workload contract requested above.</i>	
12 th Month*	_____		
*Only available for faculty normally assigned an 11- or 12-month contract.	_____ Load Total		

In requesting this Article 18 Contract, I, the faculty employee, affirm the following:

- I meet the *eligibility criteria* specified in *Section 18.2* of the *Agreement*.
- I have *met with the Dean* or appropriate administrator by **January 15** to determine through mutual agreement the load configuration schedule by which the reduced contract shall be fulfilled (*Section 18.8.1*).
- I understand that I *may withdraw* from the Reduced Workload Program and return to full-time employment *only by* submitting a written request to the President by **April 1** of the first college year of participation (*Section 18.4*).
- I understand that in order to *initiate an Article 18 reduction in load* or to *subsequently change the load percentage* of my reduced contract, I must (a) meet with the Dean to reach mutual agreement on the load; and, (b) submit Appendix W for the initial request or revised load percentage to the College President or designee by **March 1** of the preceding academic year (*Sections 18.8 and 18.9*).
- I understand that I *must submit a letter of resignation for the purpose of retirement and shall retire* at the conclusion of the number of years of reduced contract requested above (*Section 18.4*).

Employee	Date	Division Dean	Date
President or Designee	Date		

Initial Request: President Office Submit to Campus Administration for Board Submittal
Subsequent Change: President Office Submit to District Human Resources