

The California State University
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210
(562) 951-4425


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To: Associate Vice Presidents/Deans of Faculty
Human Resources Directors
Benefit Officers

Supersedes: FSA 79-29 and
FSA 79-29 Supplement #1

From: Cathy Robinson 
Assistant Vice Chancellor
Human Resources Administration

Cordelia Ontiveros 
Senior Director
Academic Human Resources

Subject: Pre-Retirement Reduction in Time Base (PRTB)

Human Resources is pleased to provide an updated summary of the Pre-Retirement Reduction in Time Base (PRTB) features and provisions, based on provisions from the Faculty (Unit 3) Collective Bargaining Agreement (CBA). This letter provides guidance to campuses in the administration of this program and does not supersede the CBA. Features of PRTB are detailed in the CBA and highlighted below:

- PRTB is available to tenured faculty unit employees. Employees wishing to enter PRTB must be at least 55 years of age and no more than 65 years, with at least ten (10) years of full-time employment in the CSU. The five (5) years immediately preceding the effective date of the PRTB must have been continuous full-time employment. Sabbatical and Difference in Pay leaves count as full-time employment for the purpose of determining eligibility for PRTB, if the return service obligation has been satisfied.
- An eligible employee shall request entry into PRTB at least six (6) months prior to the beginning of the fiscal or academic year in which he/she desires to participate in PRTB. The president may waive the required request period.
- PRTB provides a reduction in timebase to an average of 2/3, 1/2, or 1/3 of full-time for a maximum period of five (5) consecutive years. Entry into PRTB may start at the beginning of an academic year (for academic year employees) or at the beginning of the fiscal year (for 12-month employees). The reduction is determined on the basis of the academic or fiscal year. For example, a participant on a 1/2 assignment may work full-time for one semester or half time for the academic year, depending on the needs of the campus. The president shall provide PRTB participants with an appointment letter indicating the terms of the reduction in time base.

Distribution: CSU Presidents
Vice Chancellor, Human Resources
Vice Presidents, Administration
Payroll Managers
Director, SOSS

- A participant's annual salary is pro rated according to the averaged timebase for the year and paid in twelve (12) equal monthly payments per year. If a participant receives a salary rate increase, fails to meet his/her employment commitment, leaves the program mid-year, or is granted a leave without pay, salary adjustments or repayment of an overpayment may be required.
- PERS and STRS deductions are based on the employee's full-time rate of pay. Social Security contributions are based on actual salary earned. Health, dental and other benefits available to full-time faculty unit employees are available on the same basis to PRTB participants. Sick leave is accrued on a pro rata basis. Vacation accrual for 10-month and 12-month participants is pro rata. The time base of a PRTB participant is considered full-time for the purpose of restrictions on additional employment. PRTB participants are not eligible for sabbatical leaves or other leaves with pay except for those provided under statute.
- Once a faculty unit employee is authorized to participate in PRTB, the faculty unit employee may not revoke the reduced time base and return to full-time employment unless approved by the President. A PRTB participant who completes the maximum five (5) years and does not elect a service retirement may continue employment as a tenured part-time faculty member outside of the PRTB program.
- Participants retain tenure and the same rank as prior to participation. Seniority points are calculated pro rata based on timebase.
- PRTB participants who wish to enter the Faculty Early Retirement Program (FERP) upon retirement should be aware of the two FERP options available after participating in the PRTB program. One FERP employment option is full-time for one academic term up to 90 days. The second FERP option is employment up to fifty (50) percent of the timebase prior to retirement and is based on the timebase in PRTB. For example, if a FERP participant was working half-time as a PRTB employee at the time of retirement, then the two FERP options would be:
 - (1) full-time for one academic term up to 90 days or
 - (2) twenty-five (25) percent averaged over the year.

This memorandum is also available on the Human Resources Web site at <http://www.calstate.edu/HRAdm/memos.shtml>. Questions may be directed to Academic Human Resources at 562-951-4425 or Human Resources Administration at 562-951-4411.

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