



SACRAMENTO STATE

Pre-Retirement Time Base Reduction Program Request Form

TO: Office of Faculty Affairs

FROM: Employee's Printed Name Department

Academic Year of Entry to PRTB: Reduced Time Base requested: (.67, .50, or .33)

Will you be between the age of 55 and 64 when you enter the PRTB program? Yes No

Are you tenured faculty/Librarian/counselor? Yes No

Have you worked a minimum of 10 years at full-time in the CSU system? Yes No

Have the five years immediately preceding the PRTB program been continuous and at full-time? Yes No

Please read and initial the following information

The time base of a PRTB participant shall be considered full-time for the purpose of restrictions on additional employment as provided in Article 36, Additional Employment.

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. Further, this provision shall apply if a PRTB participant completes the maximum five (5) years and does not elect a service retirement.

A participant's appropriate annual salary shall be paid in twelve (12) equal payments. If a participant fails to meet his/her employment commitment, salary adjustments or repayment by the participant of an overpayment may be required. Such an adjustment or required repayment shall not be the basis of a grievance.

A participant shall be required to perform normal responsibilities, duties, and activities pro rata.

Employee's Signature

Date

Department Chair's Printed Name

Department Chair's Signature

Date

Dean's Printed Name

Dean's Signature

Date

Submit this form, complete with signatures, to the Office of Faculty Affairs @ facultyaffairs@csus.edu.

NOTE FOR DEPARTMENT/COLLEGE: An ePTF should be prepared and submitted by the department/College at least one month prior to the effective date of participation in PRTB, including a fully signed copy of this form as an attachment.

INTERNAL USE ONLY

Review by: OFA Benefits