

**MEMORANDUM OF UNDERSTANDING (2324.06) BETWEEN  
PETALUMA CITY (ELEMENTARY) AND JOINT UNION HIGH SCHOOL  
DISTRICTS AND PETALUMA FEDERATION OF TEACHERS**

The Petaluma City Schools District ("District") and The Petaluma Federation of Teachers ("PFT"), hereinafter referred to as "the parties," agree to the following Memorandum of Understanding ("MOU") regarding the Reduced Workload Program. The parties have met and agreed to the following effective January 1, 2024.

**ARTICLE V WAGES**

**B. Early Retirement Option for 2024/2025**

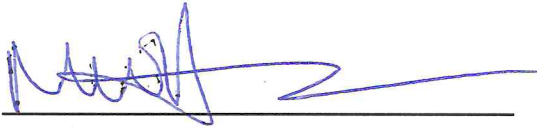
1. Reduced Workload Program (RWP): Part-time employment with full-time retirement credit and health benefits as if full-time. RWP is available to all certificated employees, however may not be done at less than .5 FTE. Counselors and elementary unit members, with the exception of Special Ed teachers and Specialists who are working at an elementary site, have to work either .6 FTE or .5 FTE.
2. To be eligible for the RWP, the employee must meet all of the eligibility rules of Education Code 44922:
  - a. Be at least age 55 by their first work day of 2024/2025
  - b. Have a minimum of ten years of retirement service credit
  - c. Have a minimum of five consecutive years of full-time employment immediately preceding the reduction in workload, with no break in service during those years (approved leaves of absences do not constitute a break in service)
3. Eligible individuals must submit a letter of intent to participate in the RWP to the Human Resources Office by February 16, 2024. Participation is limited to five years.
4. The RWP is being offered with the agreement and understanding that:
  - The RWP is designed to be and shall be financially advantageous to the District. Unit members requesting to participate in the RWP will be notified if their request is approved, based on whether or not their request is financially advantageous to the District, by March 4, 2024.
  - The RWP is designed to be a pathway to retirement with a maximum of five years participation. Upon completion of the RWP, the unit member must retire from the District.
  - If the RWP leads to a job share assignment at the elementary level, it is the responsibility of the participating teacher to find an acceptable partner and to submit a job share proposal. Acceptable means that the participating teacher, principal, and assistant superintendent of HR all agree to the job share

proposal.

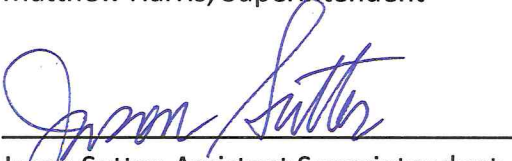
- In some cases, the RWP may be extended beyond five years by mutual agreement of PFT and the District. If initiated by the employee, a letter explaining the reason for the request may be required.
- Since the intention of the RWP is to keep teachers in the classroom, this agreement shall not apply to Teachers on Special Assignment (TOSA) unless an exception is made by mutual agreement of PFT and the District.

**This MOU is non-precedent setting and expires on June 30, 2025, unless extended by mutual agreement of the Parties.**

For Petaluma School District



Matthew Harris, Superintendent



Jason Sutter, Assistant Superintendent  
Human Resources

10/17/23

Date

For Petaluma Federation of Teachers



Sandra Larsen, President



Todd Siders, Chief Negotiator

10/17/23

Date