

SECTION: EMPLOYEES

TITLE: SUSPENSIONS/FURLOUGHS

ADOPTED: September 13, 2010

REVISED:

PENN MANOR SCHOOL DISTRICT

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| 311. SUSPENSIONS/FURLOUGHS | |
| 1. Authority SC 406, 1106 | The Board is responsible for maintaining appropriate numbers of administrative, professional and support employees to effectively manage and operate the district and its schools. This policy establishes the manner in which necessary reductions of staff shall be accomplished. |
| SC 524, 1124, 1125.1 | The Board has the authority and responsibility to determine how suspensions of district employees shall be made when necessary, in accordance with law, individual contracts and collective bargaining agreements. |
| 2. Delegation of Responsibility | The Superintendent or designee shall develop administrative regulations for reduction of staff. |
| SC 1123 Pol. 313 | The efficiency and effectiveness of district organization and staffing shall be under continuing review, and recommendations for abolishing positions and reallocating duties shall be presented for Board consideration when the Superintendent considers such actions to be in the best interests of the district. |
| SC 1124, 1125.1 | Data necessary for computation of each certificated administrative and professional employee's rating and seniority status shall be recorded and maintained. |
| SC 1125.1 | Data necessary for computation of each noncertificated administrative and support employee's seniority status shall be recorded and maintained. |
| SC 1124, 1125.1 | Certificated administrative and professional employees shall be suspended for causes consistent with law in inverse order of seniority in the district. Reinstatements from a list of suspended professional employees shall be made on the basis of their seniority within the district. |
| SC 1125.1 | The district shall realign its professional staff to ensure that more senior employees are provided with the opportunity to fill positions for which they are certified and which are being filled by less senior employees. Such realignment, however, will not be construed to require curriculum changes or department revisions. |

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| <p>SC 1125.1 2 Pa. C.S.A. Sec. 551 et seq</p> | <p>Certificated administrative and tenured professional employees have the right to a Local Agency Law hearing, and the decision to suspend shall be considered an adjudication for the purpose of that hearing.</p> |
| <p>2 Pa. C.S.A. Sec. 551 et seq</p> | <p>Temporary professional employees are entitled to a Local Agency Law hearing at the request of the employee.</p> |
| <p>SC 1125.1</p> | <p>To be considered available for reinstatement, suspended tenured administrative and professional employees must annually report in writing to the Board their current address and intent to accept the same or a similar position when offered.</p> <p>Noncertificated administrative and support employees may be entitled to a Local Agency Law hearing prior to suspension, at the employee's request.</p> |
| | <p>References:</p> <p>School Code – 24 P.S. Sec. 406, 524, 1106, 1123, 1124, 1125.1</p> <p>Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.</p> <p>Board Policy – 000, 313</p> |