

# SUN AREA TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: SUSPENSIONS AND  
FURLOUGHS

ADOPTED: April 18, 2002

REVISED:

311. SUSPENSIONS AND FURLOUGHS	
1. Purpose	Maintenance of administrative and supervisory staff appropriate to effectively manage the center is a Joint Operating Committee responsibility. The purpose of this policy is to establish the manner in which necessary reductions of that staff shall be accomplished.
2. Authority SC 1124, 1125.1, 1850.1	The Joint Operating Committee has the authority and responsibility to determine how suspensions and furloughs of administrative staff shall be made when necessary, in accordance with law.
3. Delegation of Responsibility SC 1125.1	<p>The Administrative Director or designee shall develop administrative procedures for reduction of staff in accordance with this policy and applicable law.</p> <p>The efficiency and effectiveness of programs and staffing shall be under continuing review, and recommendations for abolishing positions and reallocating duties shall be presented for Joint Operating Committee consideration when the Administrative Director considers such actions to be in the best interest of the center.</p>
4. Guidelines SC 1123 Pol. 313  SC 1125.1	<p>Data necessary for computation of each administrative employee's rating and seniority status shall be recorded and maintained. The rating system shall comply with state requirements where such requirements exist.</p> <p>Standards shall be established for the suspension or furlough of one administrative employee over another when one or more must be suspended.</p> <p>Standards for suspension or furlough of administrative employees may be based on:</p> <ol style="list-style-type: none"> <li>1. Background necessary to perform the duties of the affected position.</li> <li>2. Employee competence.</li> <li>3. Seniority in school.</li> <li>4. Overall experience.</li> </ol>

<p>SC 1125.1 2 Pa C.S.A. Sec. 551 et seq</p> <p>School Code 1123, 1124, 1125.1, 1850.1</p> <p>PA Statute 2 Pa C.S.A. Sec. 551</p>	<p>5. Scope of certifications.</p> <p>6. Basic qualifications for the affected position.</p> <p>Tenured administrative employees are entitled to a Local Agency Law Hearing at the employee's request, prior to suspension or furlough.</p> <p>Nontenured administrative employees may not be entitled to a Local Agency Law Hearing prior to suspension or furlough. However, nontenured administrators may request a hearing by the Joint Operating Committee, or a committee of the Joint Operating Committee, prior to suspension.</p>
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