

SUN AREA TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: SUSPENSIONS AND LAYOFFS

ADOPTED: June 20, 2002

REVISED:

511. SUSPENSIONS AND LAYOFFS	
1. Purpose SC 406	Maintenance of classified staff appropriate to effectively operate the center is a Joint Operating Committee responsibility. The purpose of this policy is to establish the manner in which the necessary reductions of that staff shall be accomplished.
2. Authority SC 1850.1	Consistent with law, the Joint Operating Committee has the authority and responsibility to determine how suspensions and layoffs shall be made.
3. Delegation of Responsibility	<p>The Administrative Director shall develop administrative procedures which provide for:</p> <ol style="list-style-type: none"> 1. Determination of seniority. 2. Pooling of job related skills that may affect suspensions or reinstatements. 3. System of recall if a furlough list is maintained, specifying the manner in which recalls will be made and the period furloughed personnel will be retained on the furlough list.
4. Guidelines	<p>Abolishment of classified positions may be brought about by many factors, such as:</p> <ol style="list-style-type: none"> 1. Decline in student enrollment. 2. Utilization of new techniques and technology. 3. Changes in the center's physical facilities. 4. Changes in the center's economic resources. 5. Need for operating economies.

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<p>2 Pa C.S.A. Sec. 551 et seq</p> <p>School Code 1850.1</p> <p>PA Statute 2 Pa C.S.A. Sec. 551</p>	<p>Classified employees may be entitled to a hearing under the Local Agency Law, at the employee's request, prior to suspension or layoff.</p>
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