

# JERSEY SHORE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: SUSPENSIONS AND  
FURLOUGHS

ADOPTED: February 8, 2010

REVISED:

311. SUSPENSIONS AND FURLOUGHS	
<p>1. Purpose</p>	<p>Maintenance of administrative and supervisory staff appropriate to effectively manage the district is a Board responsibility. The purpose of this policy is to establish the manner in which necessary reductions of that staff shall be accomplished.</p>
<p>2. Authority SC 524, 1124, 1125.1</p>	<p>The Board has the authority and responsibility to determine how suspensions and furloughs of administrative staff shall be made when necessary, in accordance with law.</p>
<p>3. Delegation of Responsibility SC 1125.1</p>	<p>The Superintendent 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 district organization and staffing patterns 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.</p>
<p>4. Guidelines SC 1123 Pol. 313  SC 1125.1</p>	<p>Data necessary for computation of each administrative employee's rating and seniority status shall be recorded and maintained.</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 shall 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 district.</li> </ol>

<p>SC 1125.1 2 Pa. C.S.A. Sec. 551 et seq</p>	<p>4. Overall experience.</p> <p>5. Certifications required.</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 Board, or a committee of the Board, prior to suspension.</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 – 313</p>
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