

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SUSPENSIONS AND
FURLOUGHS

ADOPTED: December 16, 2004

REVISED: August 17, 2006

411. SUSPENSIONS AND FURLOUGHS	
1. Purpose	Maintenance of professional staff appropriate to effectively continue the school's career and technical program 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 1124, 1125.1, 1850.1	Consistent with law and the collective bargaining agreement, the Joint Operating Committee has the authority and responsibility to determine when suspensions and furloughs shall be made.
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 patterns 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 school.</p>
4. Guidelines SC 1123 Pol. 412, 413	Data necessary for the computation of each professional staff member's rating shall comply with state requirements, and his/her seniority status shall be recorded and maintained.
SC 1124, 1125.1	Professional employees shall be suspended for causes consistent with law in inverse order of seniority within the school.
SC 1125.1	<p>If a reduction in staff becomes necessary, notice of such reduction shall be made to the professional employee and the CCTIEA by June 1 for the succeeding school year. No reduction shall be made after that date.</p> <p>The school 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.</p>

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<p>SC 1125.1 2 Pa. C.S.A. Sec. 551 et seq</p> <p>2 Pa. C.S.A. Sec. 551 et seq</p> <p>SC 1125.1</p> <p>SC 1125.1</p> <p>School Code 1123, 1124, 1125.1, 1850.1</p> <p>PA Statute 2 Pa. C.S.A. Sec. 551 et seq</p>	<p>Tenured professional employees have the right to a Local Agency Law hearing, and the decision to suspend shall be considered an adjudication for the purposes of that hearing.</p> <p>Temporary professional employees are entitled to a Local Agency Law hearing at the request of the employee prior to suspension or furlough.</p> <p>Reinstatements from a list of suspended professional employees shall be made on the basis of their seniority within the school.</p> <p>To be considered available for reinstatement, a suspended professional employee must annually report in writing to the Joint Operating Committee his/her current address and intent to accept the same or a similar position when offered.</p> <p>A furloughed employee shall remain on the preferred recall list for a period of one (1) year. After the expiration of one (1) calendar year, the employee, by due notification of the Joint Operating Committee, shall remain on the preferred list for an additional two (2) calendar years. Copies of such list shall be given to the CCAVTEA with additions/deletions supplied by the Joint Operating Committee.</p> <p>The Joint Operating Committee shall send, by certified mail, a notice of such vacancy to the furloughed employee(s) at the employee's last known address. The President of CCAVTEA shall also receive said notice. No action shall be taken to fill the vacancy until a direct response from the furloughed employee is received.</p> <p>Should the furloughed employee fail to accept within a thirty (30) calendar day period after sending of the notice, the employee shall be passed over for such vacancy and the employee's name shall be removed from the preferred recall list. The furloughed employee shall be responsible for notifying the Joint Operating Committee of his/her current address.</p> <p>A collective bargaining agreement may provide suspension procedures that differ from this policy. In the event that such a condition exists, procedures must be adapted to the provisions of the collective bargaining agreement for bargaining unit personnel.</p>
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