

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: SUSPENSIONS AND LAYOFFS

ADOPTED: November 18, 2004

REVISED: August 17, 2006

REVIEWED: September 18, 2025

511. SUSPENSIONS AND LAYOFFS	
1. Purpose SC 406	<p><b>Purpose</b> Maintenance of classified staff appropriate to effectively operate the school 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.</p>
2. Authority SC 1850.1	<p><b>Authority</b> Consistent with law and collective bargaining agreements, the Joint Operating Committee has the authority and responsibility to determine how suspensions and layoffs shall be made.</p>
3. Delegation of Responsibility	<p><b>Delegation of Responsibility</b> The Administrative Director shall develop administrative procedures which provide for determination of seniority.</p>
4. Guidelines	<p><b>Guidelines</b> Abolishment of classified positions may be brought about by many factors, such as:</p> <ol style="list-style-type: none"> <li>1. Decline in student enrollment.</li> <li>2. Utilization of new techniques and technology.</li> <li>3. Changes in the school's physical facilities.</li> <li>4. Need for operating economies.</li> </ol>
2 Pa. C.S.A. Sec. 551 et seq	<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> <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>

511. SUSPENSIONS AND LAYOFFS - Pg. 2

School Code 1850.1 PA Statute 2 Pa. C.S.A. Sec. 551 et seq	
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