

# SHALER AREA SCHOOL DISTRICT

POLICY 311

SECTION: ADMINISTRATIVE EMPLOYEES  
 TITLE: SUSPENSIONS AND FURLOUGHS  
 ADOPTED: March 18, 1998  
 REVISED:

## 311. SUSPENSIONS AND FURLOUGHS

1. Purpose  
SC 1124  
Maintenance of an administrative and supervisory staff appropriate to effectively manage the affairs of 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.
2. Authority  
SC 524  
1125  
The Board has the authority and responsibility to determine how suspensions and furloughs of administrative staff shall be made when necessary and in accordance with law.
3. Delegation  
of Responsibility  
SC 1125.1  
The Superintendent shall develop administrative procedures for the reduction of staff in accordance with this policy and with applicable law and which ensure the following:
  1. 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 interest of the district.
  2. Data necessary for the computation of each administrative staff member's rating and seniority status shall be recorded and maintained. The rating system shall comply with State requirements where such requirements exist.
4. Guidelines  
SC 1109  
1125.1  
Standards shall be established by the Board for the suspension or furlough of one tenured administrative employee over another when one or more must be suspended. Such standards shall be based upon seniority in district.

Basic qualifications for the affected position shall be considered.

2 PA C.S.  
Sec. 551  
et seq

Tenured administrative employees are entitled to a Local Agency Law Hearing at the employee's request prior to suspension or furlough.

Non-tenured administrative employees may not be entitled to a Local Agency hearing prior to suspension or furlough.

However, non-tenured administrators may request a hearing by the Board, or by a committee of the Board, prior to suspension.

School Code  
524, 1109,  
1123, 1124,  
1125.1

PA Statute  
2 PA C.S.  
Sec. 551