

# HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: SUSPENSIONS AND  
FURLOUGHS

ADOPTED: April 28, 2004

REVISED:

511. SUSPENSIONS AND FURLOUGHS	
1. Purpose SC 406	Maintenance of classified staff appropriate to effectively operate district programs is a Board responsibility. The purpose of this policy is to establish the manner in which the necessary reductions of that staff shall be accomplished.
2. Authority	Consistent with law and applicable collective bargaining agreements, the Board has the authority and responsibility to determine how suspensions and furloughs shall be made.
3. Delegation of Responsibility	The Superintendent shall develop administrative procedures that provide for: <ol style="list-style-type: none"><li>1. Determination of seniority.</li><li>2. Pooling of job related skills that may affect suspensions or reinstatements.</li><li>3. System of recall if a furlough list is maintained, specifying the manner in which recalls will be made and the time period furloughed personnel will be retained on the furlough list.</li><li>4. Treatment of noncompensated leaves as they affect seniority in the event that an employee is placed on the furlough list.</li></ol>
4. Guidelines	Abolishment of classified positions may be brought about by many factors, such as: <ol style="list-style-type: none"><li>1. Decline in student enrollment.</li><li>2. Utilization of new methods and technology.</li><li>3. Changes in the district's organizational pattern.</li><li>4. Changes in the district's economic resources and tax base.</li><li>5. Need for operating economies.</li></ol>

511. SUSPENSIONS AND FURLOUGHS - Pg. 2

<p>2 Pa. C.S.A. Sec. 551 et seq</p> <p>School Code 406</p> <p>PA Statute 2 Pa. C.S.A. Sec. 551 et seq</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> <p>An applicable 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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