

STATE COLLEGE  
AREA  
SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SUSPENSIONS AND  
FURLOUGHS

ADOPTED: November 12, 2007

REVISED:

411. SUSPENSIONS AND FURLOUGHS	
<p>1. Purpose SC 1106</p>	<p>The State College Area School District believes that an approved procedure is necessary for the administration and the professional employees in providing both a process for reduction in force, if necessary, and advanced information regarding those to be affected. Such a reduction is a furloughing of employees whom the district is obliged to reinstate as active employees as soon as professional openings occur.</p>
<p>2. Guidelines SC 524, 1124, 1125.1</p>	<p>The district-level administration will determine the need and extent of the reduction in force and the Superintendent will so notify the Board which must take final action.</p> <p>The district-level administration together with the building level administration will establish the subject area(s) where the reduction in force of professionals must occur. <b>Professional employees</b> are individuals who have acquired tenure and have received seniority based on their proportionate amount of time as a professional.</p> <p>A request will be made to the Pennsylvania Department of Education should a reduction in force occur even though a curtailment in program is not involved.</p>
<p>SC 1123</p>	<p>The personnel office will prepare lists showing certifications of all temporary professional and professional employees in the district according to areas of certification and years of seniority.</p> <p>Seniority will be based on the date of the professional's appointment to his/her own position(s).</p> <p>A complete listing of all professional and temporary professional employees in the district, by area(s) of certification and years of seniority, will be published and posted in each building. Extra copies will be given to the State College Area Education Association and building principals.</p> <p>Request will be made of all persons on the list to inform the personnel office immediately in writing if they disagree with their placement on the seniority list.</p>

<p>SC 1124, 1125.1</p>	<p>Suspension shall be made based upon seniority.</p> <p>No professional employees will be suspended until all temporary professional (nontenured) employees have been released within the various certification fields.</p> <p>The personnel office will establish the list of employees who will probably be suspended if a reduction in force is necessary.</p> <p>A majority of the Board must approve the list of teachers who may be suspended if a reduction in force is necessary.</p> <p>At least sixty (60) days' notice will be given to these suspended teachers through the personnel office.</p> <p>A letter will be sent certified mail to those professionals stating that they are to be suspended prior to the beginning of the next school year. The letter will also include the statement that official Board action has been taken and that the suspended professional will be recalled at the first possible opportunity in reverse order of suspension.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 524, 1106, 1123, 1124, 1125.1</p> <p>Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.</p>
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