

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: SUSPENSIONS AND
FURLOUGHS REDUCTION OF
STAFF

ADOPTED: August 19, 2002

REVISED: 2018

1. Purpose 21. Authority <u>SC 524, 1124, 1125.1</u> <u>22 PA Code 4.4</u> <u>SC 406, 1106</u> <u>SC 524, 1124, 1125.1</u> <u>SC 1125.1</u> <u>SC 1125.1</u> 32. Delegation of Responsibility <u>SC 1125.1</u>	311. <u>SUSPENSIONS AND FURLOUGHS REDUCTION OF STAFF</u> Maintenance of administrative and supervisory staff appropriate to effectively manage the school 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. The Board has the authority and responsibility to determine how suspensions and furloughs of administrative staff shall be made when necessary, in accordance with law. The Board is responsible for maintaining appropriate numbers of administrative, professional and support employees to effectively manage and operate the district and its schools. This policy establishes the manner in which necessary reductions of staff shall be accomplished. In the exercise of its authority to reduce staff through suspensions (furloughs) and elimination of positions, the Board shall give primary consideration to the staffing needs of the district, the effect upon the educational program and the financial stability of the district, and shall ensure compliance with law, regulations, collective bargaining agreements, individual contracts and Board resolutions. The Board shall not prevent any professional employee from engaging in another occupation during the period of suspension. Nothing in this policy shall be construed to limit the cause for which a temporary professional employee, or any employee other than a professional employee, may be suspended. The Superintendent shall develop administrative procedures for reduction of staff in accordance with this policy and applicable law. The Superintendent shall be responsible for the continuous review of the efficiency and effectiveness of district organization and staffing patterns and shall present be under continuing review, and recommendations for abolishing positions and
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<u>SC 1124, 1125.1</u> <u>3. Guidelines</u> <u>SC 1124</u>	reallocating duties shall be presented<u>reduction in staff</u> for Board consideration when the Superintendent considers such actions <u>are deemed</u> to be in the best interests of the school district. <u>The Superintendent shall consult with the district solicitor as necessary to ensure that reduction of staff is implemented in accordance with applicable laws.</u> <u>Employees Other Than Professional Employees and Temporary Professional Employees</u> <u>The employment status of employees other than professional employees and temporary professional employees may be terminated or temporarily suspended whenever deemed necessary in the best interests of the school district, subject to limitations and procedures provided for in collective bargaining agreements, if any.</u> <u>Temporary Professional Employees</u> <u>The employment status of a temporary professional employee may be nonrenewed when the employee's position has been eliminated or when the conditions for which professional employees may be suspended otherwise exist, subject to limitations and procedures provided for in collective bargaining agreements, if any.</u> <u>Professional Employees</u> <u>The necessary number of professional employees may be suspended for the following reasons:</u> <u>1. Substantial decrease in student enrollment in the district.</u> <u>2. Curtailment or alteration of the educational program as a result of substantial decline in class or course enrollments or to conform with standards of organization or educational activities required by law or recommended by the Pennsylvania Department of Education. Such curtailment or alteration must be recommended by the Superintendent, agreed to by the Board, and approved by the Pennsylvania Department of Education. If not prevented by an existing or future provision of a collective bargaining agreement or employment contract, such a suspension may be effectuated without approval of the Pennsylvania Department of Education provided that, where an educational program is altered or curtailed, the district shall notify the Pennsylvania Department of Education of such action.</u> <u>3. Consolidation of schools, whether within the district, through a merger of districts, or as a result of Joint Board agreements, when such consolidation makes it unnecessary to retain the full staff of professional employees.</u>
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<u>SC 1124</u>	<u>4. When new school districts are established as the result of reorganization of school districts and such reorganization makes it unnecessary to retain the full staff of professional employees.</u> <u>5. Economic reasons that require a reduction in professional employees; however, the district is prohibited from using an employee's compensation in the suspension determination. A Superintendent knowingly in violation of this prohibition shall have a letter from the Secretary of Education placed in his/her permanent employee record.</u> <u>Economic Suspension Requirements -</u> <u>The Board may suspend professional employees for economic reasons if all of the following apply:</u> <u>1. The Board approves the proposed suspensions by a majority vote of all school directors at a public meeting.</u> <u>2. No later than sixty (60) days prior to the adoption of the final budget, the Board adopts a resolution of intent to suspend professional employees in the following fiscal year, setting forth:</u> <u>a. The economic conditions necessitating the proposed suspensions and how the economic conditions will be alleviated by the proposed suspensions, including:</u> <u>i. The total cost savings expected from the proposed suspensions.</u> <u>ii. A description of other cost-saving actions taken by the Board, if any.</u> <u>iii. The projected district expenditures for the following fiscal year with and without the proposed suspensions.</u> <u>iv. The projected total district revenues for the following fiscal year.</u> <u>b. The number and percentage of employees to be suspended who are:</u> <u>i. Professional employees assigned to provide instruction directly to students.</u> <u>ii. Administrative staff.</u>
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SC 1124	iii. <u>Professional employees who are not assigned to provide instruction directly to students and who are not administrative staff.</u> c. <u>The impact of the proposed suspensions on academic programs to be offered to students following the proposed suspensions, as well as the impact on academic programs to be offered to students if the proposed suspensions are not undertaken, compared to the current school year, and the actions if any, that will be taken to minimize the impact on student achievement.</u> <u>Professional Employees Assigned to Provide Instruction Directly to Students -</u> <u>Suspensions, due to economic reasons, of professional employees assigned to provide instruction directly to students may be approved by the Board only if the Board also suspends at least an equal percentage proportion of administrative staff, except when all of the following apply:</u> <u>1. The Secretary of Education determines that the district's operations are already sufficiently streamlined or that the suspension of administrative staff would cause harm to the school stability and student programs.</u> <u>2. The Secretary of Education submits the determination to the State Board of Education.</u> <u>3. The State Board of Education approves the determination by a majority of its members.</u> <u>The Board may choose to exempt from this requirement any five (5) administrative positions, one of which shall be the Business Manager or another staff member with the primary responsibility of managing the district's business operation.</u> <u>Order of Suspensions</u>
SC 1123 Pol. 313	<u>Data necessary for computation of each professional employee's performance rating and seniority status shall be recorded and maintained to ensure compliance with the required order for suspensions.</u> <u>Performance Evaluation Rating -</u>
SC 1123, 1125.1 Pol. 313	<u>Professional employees shall be suspended, within the area of certification required by law for the professional employee's current position, in the following order based on the two (2) most recent annual performance evaluations:</u> <u>1. Consecutive unsatisfactory ratings.</u>

	<u>2. One (1) unsatisfactory rating and one (1) satisfactory rating.</u> <u>3. Consecutive satisfactory ratings which are either consecutive ratings of proficient, or a combination of one (1) proficient or distinguished rating and one (1) needs improvement rating.</u> <u>4. Consecutive satisfactory ratings which are consecutive distinguished, or a combination of one (1) rating of proficient and one (1) rating of distinguished.</u>
<u>SC 1125.1</u>	<u>Seniority -</u> <u>Seniority shall be considered only when the number of professional employees within each certification area receiving the same performance ratings is greater than the number of suspensions.</u> <u>Seniority shall continue to accrue during a suspension and all approved leaves of absence.</u> <u>When there is or has been a consolidation of schools, departments or programs, all professional employees shall retain the seniority rights they had prior to the reorganization or consolidation.</u>
<u>SC 1125.1</u>	<u>Reinstatement</u> <u>Suspended professional employees, or professional employees demoted for reasons of this policy, shall be reinstated within the area of certification required by law for the vacancy being filled in the district, in the inverse order by which they were suspended and on the basis of their seniority within the district.</u> <u>No new appointment shall be made while there is a suspended or demoted professional employee available who is properly certificated to fill such vacancy.</u> <u>Positions from which professional employees are on approved leaves of absence shall be considered temporary vacancies.</u> <u>To be considered available, suspended professional employees shall annually report in writing to the Board their current address and intent to accept the same or similar position when offered.</u> <u>A suspended professional employee enrolled in a college program during a period of suspension and who is recalled shall be given the option of delaying a return to service until the end of the current semester.</u>

<u>SC 1125.1</u> <u>2 Pa. C.S.A. Sec.</u> <u>551 et seq</u>	<u>Local Agency Law Hearings</u> <u>The decision to suspend a professional employee shall be considered an adjudication for the purposes of the Local Agency Law, and a professional employee subject to such a decision shall have the right to a Local Agency Law hearing before the Board, if a hearing is requested within ten (10) days after being notified of suspension.</u> <u>A decision to nonrenew the employment of a temporary professional employee whose position has been eliminated or who is being nonrenewed for reasons for which professional employees may be suspended, shall be considered an adjudication for purposes of the Local Agency Law, and the employee shall be entitled to a Local Agency Law hearing, if a hearing is requested within ten (10) days after being notified of the decision to nonrenew.</u> <u>Administrative Staff</u> <u>SC 1123</u> <u>Pol. 313</u> Data necessary for computation of each administrative employee's rating and seniority status shall be recorded and maintained. <u>SC 1125.1</u> Standards shall be established for the suspension or furlough<u>reduction of staff</u> of one administrative employee over another when one or more must be suspended. Standards for suspension or furlough<u>reduction</u> of administrative employees shall be based on: 1. Background necessary to perform the duties of the affected position. 2. Seniority in the school district. 3. Certifications required. <u>SC 1125.1</u> <u>2 Pa. C.S.A.</u> <u>Sec. 551 et seq</u> Tenured administrative employees are entitled to a Local Agency Law hearing at the employee's request, prior to suspension or furlough<u>reduction of staff</u>. Nontenured administrative employees may not be entitled to a Local Agency Law hearing prior to suspension or furlough<u>reduction of staff</u>. However, nontenured administrators may request a hearing by the Board, or a committee of the Board, prior to suspension.
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