



Center Area School District

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SUSPENSIONS AND FURLOUGHS

ADOPTED: NOVEMBER 16, 2005

REVISED:

411. SUSPENSIONS AND FURLOUGHS	
1. Purpose SC 1124	Maintenance of professional staff appropriate to effectively carry on the educational program of the district is a Board responsibility. The purpose of this policy is to establish the manner in which the necessary reductions of that staff will be accomplished.
2. Authority	As early as possible in the school year, each principal shall recommend to the Superintendent the number and type of professional positions needed for the next school year, based on enrollment and instructional program requirements.
3. Responsibility	<p>The Superintendent shall prepare a statement of need and rationale to determine which reductions are necessary as related to causes for furlough as outlined in Section 1124 of the School Code in the event that staff reduction cannot be accommodated by normal attrition.</p> <p>If a program is to be altered or curtailed or if the staff is to be reduced through furloughing, the Superintendent shall communicate this to the Pennsylvania Department of Education. There should be evidence of discussion at Board meetings of the circumstances leading to the need for staff reduction.</p> <p>The Board, at a public meeting, shall take action to approve staff reductions and authorize the Superintendent to implement procedures for determining which employees, if any, need to be furloughed.</p>
4. Guidelines	<p>When furloughs in staff are necessary, they shall occur in the following order:</p> <ol style="list-style-type: none"> 1. Substitutes--they are employed for prescribed periods of time. Their services terminate at the end of the prescribed period of time and, therefore, they are not to be considered in any way for staff retention or reduction. 2. Temporary professional employee--this group of employees, because of their status under the law, would be treated separately from Professional Employees in regard to staff reduction.

3. Professional employees.

When a specific position is eliminated, all professional staff members in the district currently assigned to that position are to be reviewed for purposes of furlough.

A temporary professional employee shall be furloughed before furlough of a professional employee within the field designated for reduction.

Where two (2) or more employees began work on the same day, furlough will be made by lot. Lottery shall be conducted at time of hire.

If an employee is proposed for furlough from a position that has been eliminated and holds certification in another field(s), that employee then will be considered for retention as compared with the other employees holding positions covered by similar certification(s).

No furloughed employee shall be prevented from engaging in other occupation during the period of such furlough.

A list of furloughed employees is to be maintained.

Furloughed employees shall be reinstated in the inverse order of their furlough.

Using registered mail (return receipt requested), furloughed employees shall be contacted regarding the availability of a position.

The contacted employee will be required to respond in writing indicating either acceptance or rejection of the position.

- a. The letter to the contacted employee should indicate clearly that rejection of the position which is being offered thereby eliminated the furloughed employee from any further consideration for reinstatement.
- b. Such written response shall be received within a specified period of time as established by the district.

	<p>No new appointment shall be made while there are furloughed professional employees, who are properly certified to fill such vacancies.</p> <p>Employees who are to be furloughed shall be notified at least sixty (60) days before the first teacher work day of the next school year when possible.</p> <p><u>Observations/Evaluations</u></p> <ol style="list-style-type: none">1. The Superintendent shall delegate to the principals the primary responsibility for observation and evaluation of professional staff within the building.2. Nontenured teachers shall be observed at least twice a year, once in each semester.3. Tenured teachers shall be observed a minimum of once each year.4. A PDE 5501 will be submitted to the Superintendent's office once each year for tenured teachers and once each semester for nontenured teachers.5. An observation form other than the PDE 5501 may be used for recording data. Copies of such a form shall be distributed to the teacher and to the Superintendent's office, with a copy being retained in the principal's office. A conference should be held between the observer and teacher following the observation. Teachers shall be furnished a copy of their rating form. (PDE 5501)
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