

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: NON-INSTRUCTIONAL
EMPLOYEES

TITLE: SUSPENSIONS AND LAYOFFS

ADOPTED: October 20, 2011

REVISED:

	511. SUSPENSIONS AND LAYOFFS
1. Purpose SC 406	Maintenance of non-instructional staff appropriate to effectively operate the center is a Joint Operating Committee responsibility. The purpose of this policy is to establish the manner in which the necessary reductions of that staff shall be accomplished.
2. Authority SC 1850.1	Consistent with law and collective bargaining agreements, if one exists, the Joint Operating Committee has the authority and responsibility to determine how suspensions and layoffs shall be made.
3. Delegation of Responsibility	<p>The Administrative Director shall develop administrative procedures which provide for:</p> <ol style="list-style-type: none"> 1. Determination of seniority. 2. Pooling of job related skills that may affect suspensions or reinstatements. 3. System of recall if a furlough list is maintained, specifying the manner in which recalls will be made and the period furloughed personnel will be retained on the furlough list.
4. Guidelines	<p>Abolishment of non-instructional positions may be brought about by many factors, such as:</p> <ol style="list-style-type: none"> 1. Decline in student enrollment. 2. Utilization of new techniques and technology. 3. Changes in the center's physical facilities. 4. Changes in the center's economic resources. 5. Need for operating economies.

511. SUSPENSIONS AND LAYOFFS - Pg. 2

<p>2 Pa. C.S.A. Sec. 551 et seq</p> <p>School Code 1850.1</p> <p>PA Statute 2 Pa. C.S.A. Sec. 551 et seq</p>	<p>Non-instructional employees may be entitled to a hearing under the Local Agency Law, at the employee's request, prior to suspension or layoff.</p> <p>A collective bargaining agreement or benefits statement 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 or benefits statement.</p>
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