

# Tyrone Area School District

TITLE: SUSPENSIONS OR LAYOFFS

ADOPTED:

REVISED:

511. SUSPENSIONS OR LAYOFFS	
1.Purpose SC 406	<p>Maintenance of classified staff appropriate to effectively operate 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.</p>
2.Authority	<p>Consistent with law, the Board has the authority and responsibility to determine how suspensions and layoffs will be made.</p>
3.Guidelines	<p>The abolishment of classified positions may be brought about by many facts, such as utilization of new techniques and technology; changes in the physical facilities of the district; or the need for operating economies.</p> <p>Employees who have completed their probationary period and are involuntarily terminated because of lack of work or reduction in force will be placed on layoff status. Layoff will normally be handled in the following manner:</p> <p>Individuals considered for layoff will be provided with a minimum of two (2) weeks notice; seniority will be but one factor to be considered in layoff; job performance and attendance record are also important factors which will be considered.</p> <p>Recall will be made on the basis of seniority and previous service records. Reinstatement must be made within one (1) year of date of layoff in order to remain an employee of the School District. Refusal by the employee of reinstatement in a job of the same or higher salary grade will be deemed an automatic resignation.</p> <p>Severance pay will be extended as follows:</p> <p>3 6 Months Service -1 Week Base Salary Over 6 Months Service -2 Weeks Base Salary</p>
4.Delegation of Responsibility	<p>The Superintendent shall provide administrative procedures that provide for determination of seniority and for the pooling of job related skills that may affect suspensions or reinstatements.</p>

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<p>2 PA C.S. Sec. 551 et seq</p> <p>School Code 406</p> <p>PA Statute 2 PA C.S. Sec. 551</p>	<p>Classified employees may be entitled to a hearing under the Local Agency Law, Act 353 of 1968, at the employee's request prior to suspension or layoff.</p>
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