



Section: ADMINISTRATIVE EMPLOYEES
Title: SUSPENSIONS AND FURLOUGHS
Adopted: February 20, 1996
Revised: December 18, 2001

310. SUSPENSIONS AND FURLOUGHS		
1. Purpose	Maintenance of an administrative and supervisory staff appropriate to effectively manage the affairs of the school is a Joint Operating Committee responsibility. The purpose of this policy is to establish the manner in which necessary reductions of staff shall be accomplished.	SC 1124
2. Authority	The Joint Operating Committee has the authority and responsibility to determine how suspensions and furloughs of administrative staff shall be made when necessary and in accordance with law.	SC 524 1125
3. Delegation of Responsibility	<p>The Administrative Director shall implement the reduction of staff in accordance with this policy and with applicable law and which ensures the following:</p> <ul style="list-style-type: none"> • The efficiency and effectiveness of the school organization and staffing patterns shall be under continuous review, and recommendations for abolishing positions and reallocating duties shall be presented for Joint Operating Committee consideration when the Administrative Director considers such actions to be in the best interest of the school. • Data necessary for the computation of each administrative staff member's seniority shall be recorded and maintained. The system shall comply with state requirements where such requirements exist. <p>Standards shall be established for the suspension or furlough of one administrative employee over another when one or more must be suspended. Such standards shall be based upon seniority.</p> <p>Tenured administrative employees are entitled to a Local Agency Law Hearing at the employee's request prior to suspension or furlough.</p> <p>Nontenured administrators may request a hearing prior to the suspension.</p>	SC 1125
		SC 511(c)

