



**Section:** CLASSIFIED EMPLOYEES  
**Title:** SUSPENSIONS AND FURLOUGHS  
**Adopted:** February 20, 1996  
**Revised:** December 18, 2001  
 August 21, 2007

<b>506. SUSPENSIONS AND FURLOUGHS</b>		
1. Purpose	Maintenance of classified staff appropriate to effectively carry on the educational program 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.	
2. Authority	The Joint Operating Committee has the authority and responsibility to determine how suspensions and furloughs of classified staff shall be made when necessary and in accordance with law.	
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"> <li>• 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.</li> <li>• Data necessary for the computation of each classified staff member's seniority shall be recorded and maintained. The system shall comply with state requirements where such requirements exist.</li> </ul>	
4. Guidelines	<p>Classified employees shall be suspended for causes consistent with law in inverse order of seniority within the school.</p> <p>The school shall realign its classified staff so as to insure that more senior employees are provided with the opportunity to fill positions for which they are qualified and which are being filled by less senior employees. Such realignment; however, will not be construed to require department revisions.</p> <p>Classified employees are entitled to a Local Agency Law hearing at the request of the employee prior to suspension or furlough.</p>	Act 353 of 1968

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	<p>Reinstatements from a list of suspended classified employees shall be made on the basis of their seniority within the school and classification. To be considered available for reinstatement, a suspended classified employee must annually report to the Joint Operating Committee, in writing, his/her current address and intent to accept the same or a similar position when offered. If the employee fails to appear for reinstatement, she/he shall be dropped from the list of suspended employees. Refusal to accept reinstatement in a position shall be cause for removal from the list of furloughed employees.</p>	