

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: LUZERNE INTERMEDIATE
UNIT EMPLOYEES
TITLE: SUSPENSIONS AND FURLOUGHS
ADOPTED: NOVEMBER 20, 2002
REVISED: JUNE 18, 2014**

311. SUSPENSIONS AND FURLOUGHS	
1. PURPOSE	Maintenance of administrative and supervisory staff appropriate to effectively manage the intermediate unit is a Board responsibility. The purpose of this policy is to establish the manner in which necessary reductions of that staff shall be accomplished.
2. AUTHORITY SC 524, 963 1124, 1125.1	The Board has the authority and responsibility to determine how suspensions and furloughs of administrative staff shall be made when necessary, in accordance with law.
3. DELEGATION OF RESPONSIBILITY SC 965, 1125.1	<p>The Executive Director or designee shall develop administrative procedures for reduction of staff in accordance with this policy and applicable law.</p> <p>The efficiency and effectiveness of organization and staffing patterns shall be under continuing review, and recommendations for abolishing positions and reallocating duties shall be presented for Board consideration when the Executive Director considers such actions to be in the best interests of the intermediate unit.</p>
4. GUIDELINES SC 1123 POL. 313	Data necessary for computation of each administrative employee's rating and seniority status shall be recorded and maintained.
SC 1125.1	Standards shall be established for the suspension or furlough of one administrative employee over another when one or more must be suspended.
SC 1125.1 2 PA C.S.A. Sec. 551 et seq	<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 administrative employees may not be entitled to a Local Agency Law hearing prior to suspension or furlough. However, nontenured administrators may request a hearing by the Board, or a committee of the Board, prior to suspension or furlough.</p>

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