



Section: **School Personnel**
Policy #: **2510**
Policy: **Employee Mobility within the Diocese**

Date Approved: May 1996
Revision Dates: November 20 2004
October 27 2007

Background

There may be occasions when for different reasons an employee wishes to work in another school in the diocese. Because of the autonomous nature of each of our School Councils, and related hiring practices, it is not possible to transfer an employee from one school to another.

Policy Statement

The diocese supports the concept of employee mobility within the schools of the Nelson Diocese.

Guidelines

1. All employee vacancies will be posted within our school system.
2. Schools will outline the desired qualifications for the replacements(s) needed.

Procedures

1. Requests are initiated by the employee(s).
2. Intentions are discussed with the current Principal, and the council so informed.
3. Requests are made in writing to the Superintendent with a copy to the Principal.
4. The Superintendent will contact the current Principal and Pastor as references.
5. Suitable candidates will be short-listed for the position sought and so informed.
6. Superintendent will request of the employee that his/her resume be forwarded immediately to the appropriate Principal.
7. Interviews are conducted by the interview team.
8. Superintendent is informed of the decision.