3.04A

MERCY EDUCATION POLICY 3.04A
END-OF-CONTRACT ARRANGEMENTS FOR PRINCIPALS

Rationale:
The Principal of a Mercy College has ultimate responsibility to the Institute of the Sisters of Mercy of Papua and New Guinea under the delegated authority of Mercy Education as employer, for every aspect of the College’s ethos, life and curriculum. Mercy Education seeks to ensure continuity for the College at the conclusion of a Principal’s contract, treat the outgoing principal with dignity and provide every possible support for the incoming principal, in the spirit of its core values of Compassion, Justice, Respect, Hospitality, Service and Courage.

Definitions:
The Current Principal refers to the principal who in the context of this policy has:
- submitted their resignation; or
- come to the end of a contract period and not applied for reappointment; or
- come to the end of a contract period and not been appointed to a further contract.

The current principal is the representative of Mercy Education in matters pertaining to the leadership and management of the College.

The Principal-designate refers to the person who has been appointed or will be appointed to replace the current principal.

Policy Statement:
A01 The impending departure of a principal from a Mercy Education sponsored College will be announced formally to the College and the wider community by Mercy Education.

A02 A principal in a Mercy Education sponsored College will be subject to the requirements of this policy and the associated procedure in the final year of their concluding contract or from the time their departure date from the College is officially known.

A03 The current principal will be mindful of their legacy to the principal-designate in making decisions which have implications for the future of the College.
A04 The current principal will consult with Mercy Education or the principal-designate in making decisions, including those related to leadership and staffing, which will be enacted by the principal-designate.

A05 The incoming principal will have as much opportunity as possible and practical to contribute to planning which will impact upon their term of principalship.

A06 The current principal will support the transition of the principal-designate into the College.

A07 Reconciliation of the current principal’s financial and other entitlements at the conclusion of their contract will be authorised by Mercy Education.

A08 The current principal will be supported by Mercy Education to structure their finances at departure to obtain just and fair remuneration within legal and government regulations.

A09 The departure of the current principal will be appropriately celebrated by the College community.

Associated Procedures:
Procedure 3.04B: End of Contract Arrangements for Principals

Related Documents:
Mercy Education Ltd Employment Agreement for School Principals
Catholic Education Commission of Victoria Ltd: Recommended Conditions of Employment for Secondary Principals (November 2014)
Catholic Education Commission of Victoria Ltd: Recommended Procedures of Employment for Secondary Principals (November 2014)
Catholic Education Office of Western Australia: Principal Appointment Procedures Manual (2012)
Conditions of Employment for Principals and Deputy Principals of South Australian Catholic Diocesan Schools (October 2010)
Policy 3.01A: Appointment of Principals
Procedure 3.01B: Appointment of Principals

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