3.04B

MERCY EDUCATION PROCEDURE 3.04B
END OF CONTRACT ARRANGEMENTS FOR PRINCIPALS

Key Steps in the Conclusion of the Contract of Principals in Mercy Schools

B01 When a principal resigns, does not seek reappointment or is not reappointed, it is recommended that prior to any notification in writing they seek independent financial advice as to the optimum way in which they might structure the termination of their employment so as not to disadvantage themselves in terms of long service leave, superannuation and other benefits.

B02 Should the principal request a contract extension beyond their original contracted term, for the purposes of taking long service leave they shall be eligible for principal’s salary and statutory superannuation but not for other benefits, such as motor vehicle, mobile phone and additional superannuation.

B03 A Principal may not access Professional Enrichment Leave to attend a Professional Enrichment Program in the last year of their contract in circumstances where a new contract has not been offered to the Principal either by MEL or by another employer from Catholic Education. Any eligible enrichment leave / professional renewal leave not taken prior to conclusion of their term as principal will lapse.

B04 Upon the formal resignation or non reappointment of a Principal, a letter will be distributed to the College community by the Chair of Mercy Education, acknowledging the achievements of the Principal and outlining the process for their replacement.

B05 When a Principal vacancy is known well in advance, the procedure to appoint a new Principal will commence in the latter half of the penultimate year of the incumbent Principal’s current term and the name of the principal-designate will be announced before the end of Term Two of the last year of the current term. When a vacancy is not identified until later, dates will be adjusted accordingly.

B06 Following the announcement of their departure and prior to the appointment of a principal-designate, the current principal will consult with Mercy Education on:
  - any external appointments to the leadership team or middle
leadership roles;
- any internal appointments or reappointments to leadership roles. It would generally be expected that such appointments would be for a period of one year only;
- any major changes to the organisation of the College;
- any decisions which may impact significantly on the future of the College.

B07 Once a principal-designate has been appointed, the current principal will consult with the principal-designate on:
- any new staff appointments;
- any internal appointments or reappointments to leadership roles.
- any decisions which may impact significantly on the future of the College.
It is expected that the principal-designate would be involved in such appointments and decisions.

B08 Once a principal-designate has been appointed, the current principal will initiate contact with them and facilitate their induction into the College through an initial visit followed by a series of handover meetings as negotiated.

B09 The current principal’s final salary reconciliation will be completed by the Business Manager of the College and submitted to Mercy Education for review and confirmation prior to payment.

B10 If the current principal is moving to another Catholic college, the Business Manager will complete a reconciliation of Professional Renewal Leave / Enrichment Leave to enable transfer to the new college. This will be reviewed and confirmed by Mercy Education.

Where, at the end of a contract, a Principal enters into a new contract with a new Employer at a different school, then Mercy Education will transfer to the new Employer the salary equivalent of the number of weeks of Professional Enrichment Leave not taken by the Principal at the end of the contract. Such transfer shall be calculated using the current rate of pay of the Principal at the conclusion of employment, exclusive of any on-costs or non-cash benefits. There shall be no requirement for the first Employer to transfer funds associated with the Professional Enrichment Costs of a Professional Enrichment Program to the new Employer.

B11 The College will host events to allow acknowledgement of the departing principal by the College staff and students, parents, Advisory Council members and Mercy Education representatives. The Deputy Principal or other nominated staff will coordinate such events as deemed appropriate.

B12 The departing principal will be officially farewelled at the Mercy Education Dinner.