

**Selection of Professional Employees for Mergers or Consolidations:**

Elementary (Pre-K/8)

The following provisions are established, in order of priority, as the objective criteria to be applied for the selection of professional employees whenever an elementary school merger or consolidation takes affect:

1. Seniority in the Diocese of Harrisburg shall be the initial, but not the only selection criterion.
2. Effectiveness.
3. Diocesan Elementary Religion Certification.
  - a. Ongoing Catechist
  - b. Experienced Catechist
  - c. Basic Catechist
4. Appropriate Professional Personnel Certification.
  - a. Pennsylvania Level II/Out-of-State Equivalent
  - b. Pennsylvania Level I/Out-of State Equivalent
5. Post-Graduate Credits
  - a. Master's degree
  - b. Master's equivalency
  - c. College courses and/ or IU credits beyond certification requirements
6. Ongoing Professional Development Hours
  - a. Seminars
  - b. Workshops
  - c. Institutes

The number of full time religion personnel contracted by each Religious Community serving in the school(s) at the time of a merger or consolidation shall be retained in the newly-structured school for as long as the Religious Community desires to maintain its original contract. Religious under individual contract will be bound by the established criteria as set forth in this policy. No lay teacher shall lose a position in order to hire a religious not included under the original contract.

Placement of teachers at a specific grade level and/ or in a content area is the prerogative of the principal as s/ he sees most beneficial to students as is appropriate to a teacher's certification and competency.

The Department of Catholic Schools will circulate to all principals a special listing of the names, years of experience and subject/ grade preferences of all teachers who have not been hired at the time of the merging or consolidation. The names of these teachers shall also be maintained on a seniority list of the merged or consolidated school. Should a position open in the school, the persons on the list who are qualified according to the

established criteria shall be entitled to an interview for the position. This may not be construed, however, as a guaranteed selection for the position.

### Definitions for Clarification

1. Merger - an additional parish or school joins an already existing entity. This additional school is absorbed by the other/ s and the already existing constitution and by-laws governs the merger. The new “partner” is entitled to all the same privileges and subject to all like responsibilities incumbent upon the other parishes involved in the merger.
2. Seniority - full-time employment by years, for a minimum of 120 days of a given school year.  
NOTE: When two or more teachers have been hired in the same year, seniority will be determined by the date on which the teacher signed his/ her contract.
3. Effectiveness - exemplary professional performance not limited to formal situations but including: a willingness to participate actively in creating a faith community; a dedication to the profession so evidenced by a commitment to students outside of the classroom setting; a spirit of cooperation with colleagues and administration.
4. Appropriate Certification – that which is designed by Pennsylvania or out-of-state equivalent for professional employment in a given level and/ or content area.

Policy  
Adopted: February 11, 1993

NCD/ Bishop of Harrisburg