
The Roman Catholic Church of the Diocese of Phoenix
Human Resources Policies and Procedures

Policy 2-7.1.7 Employee Transfers

Employees must have regular status before their request for transfer will be considered. Employees transferred to new positions are considered introductory employees, and their performance is normally evaluated in the middle and at the end of the introductory period to determine regular status in the new job. Employees who transfer to a position in the same salary grade are not considered for salary increase. All transfers require the approval of the appropriate Pastor, Vicar, Director, or department head. Upon the transfer of an employee between Diocese of Phoenix locations including Catholic Charities and Catholic Tuition Organization, benefits eligibility is carried over to the new organization of employment. (Lay Employee Benefits Policy)

Procedures:

When an employee is transferring between locations (Diocesan Pastoral Center, parish, Catholic school, Kino Institute, Catholic Cemetery, Mount Claret Center, Newman Center, Catholic Charities or Catholic Tuition Organization), the following steps must be completed:

- A Termination/Transfer Form must be completed and sent to the Diocese of Phoenix Human Resources Office. This will allow the insurance billings to be transferred to the new Diocese of Phoenix location.
- A Transfer Information form must be completed and sent to the employee's new Diocese of Phoenix location along with copies of all benefit enrollment forms.
- For 12-month employees, the current location is responsible for coverage through the end of the month of the employee's last active workday. For 10-month Catholic school employees (teachers, aides, etc), the current location is responsible for all insurance premiums through July 31. The employee's new Catholic school location will begin paying premiums August 1. The 30-day waiting period does not apply to employees transferring locations. Employees, however, are not eligible to make changes to their benefit plans unless a Qualifying Event has also taken place. All other changes must take place at Annual Enrollment.

See Link: [Lay Employee Benefits Policy](#)

See Forms: [Termination/Transfer Form](#); [Transfer Information Form](#)

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Approved by Bishop Thomas J. Olmsted on October 27, 2006