

EMPLOYMENT/VOLUNTEER ELIGIBILITY APPEALS PROCESS FOR THE DIOCESE OF PENSACOLA-TALLAHASSEE

An employee or volunteer, who has been denied eligibility to serve at any diocesan entity as a result of failing to pass the background screening required, may appeal the denial of eligibility under the following process. The person who has been denied eligibility may submit a properly completed written application to the Office of Safe Environment at the Diocese of Pensacola-Tallahassee, 11 North “B” St. Pensacola, FL 32502.

The Office of Safe Environment will process and forward the appeal application to the Chancellor of the Diocese of Pensacola-Tallahassee. Only upon a properly completed application submitted through the Office of Safe Environment that an appeal, for eligibility for service by an employee, potential employee, or volunteer, for any entity within the Diocese will be considered.

The Chancellor shall review the application and consider whether any oral presentation shall be required. The Chancellor will make a decision to the hiring entity that the person seeking to serve is eligible or non eligible. A copy of the decision shall be provided to the Office of Safe Environment.

A successful appeal only determines eligibility for service and/or employment. A decision by the Chancellor is not a guarantee of employment or service in ministry as a volunteer. Upon a determination of eligibility, the person must then continue the application process through the hiring entity.

Information presented to the Office of Safe Environment, Chancellor will be kept in strictest confidence. Any particular information presented that is, information from personnel files, FDLE background checks, job descriptions, or personal statements of individuals supplied and considered in rendering the decision may be retained in a locked file or will be destroyed after transmission of the decision.