



HR Practices Relating to Employment

OCTOBER 20, 2022




Don't Fall Behind!
Stay Committed to the Processes



Organizational Health

Core Purpose – To connect people to an abundant life in Jesus Christ and to prepare them for His Second Coming.

Business Definition – We operate and provide resources for churches, schools, and other ministries.





Serve and Support

- Setting up processes and procedures for HR functions throughout the organization
- Developing training programs
- Communicating compliance requirements
- Supporting entities
- Gaining knowledge in the field of HR
- Working on efficiency
- Identifying areas of improvement

Let's Be
Proactive not
Reactive

Example:

- OSHA requires mandatory training for service workers.
- 264 employees are classified as service workers
- More than half have not been trained.
- For each violation, the fine is \$136,000 - $264 \times 136,000 =$





\$35,904,000

Potential OSHA Violation Cost



Employee
Well-Being =
A Healthy
Organization

A truly healthy organization is one which “strategically integrates employee well-being into its business objectives and reinforces it through established practices on leadership support, learning culture, healthy job quality, and people friendly HR practices.”

National Library of Medicine





Let's Partner Together



Plan ahead to make the hiring process as easy as possible!

What's new for
2023?



Hop (*Don't Skip*) Your Way Through the Employment Process!



1. **Assess / Intent to Hire**
2. **Post / Application Review / Interviews**
3. **Hire PAR / Cleared to Work / Start Date**
4. **Employment Packet**
5. **Accountability & Compliance**

Steps to Hiring an Employee

1. **Assess Your Need and Complete the Intent to Hire Form**
 - Based upon the need and your entity's budget, can your entity employ?
 - Create a Job Description.
 - Complete the Intent to Hire form and send to HR with the Job Description.
 - HR will communicate approval, approval with needed of change(s), or deny.
 - Once the Intent to Hire has been approved, you are ready to post the position.
2. **Post the Position, Accept Applications, and Hold Interviews**
 - Advise the position providing an ending date or "until the position is filled".
 - Each applicant must submit the NCC Employment Application.
 - Review all applications for any possible red flags prior to scheduling an interview.
 - Pre-interview reference checking is encouraged.
 - Conduct interviews with qualified applicants.
 - HR helps coordinate multi-position employment.
 - Select the best candidate and offer the position.
3. **Hire PAR, Wait for "Cleared to Work" which includes the Start Date**
 - Submit the Hire PAR.
 - Employment is contingent upon any applicable required background check clearances that apply to the position.
 - The Hire Date of employment should be the 1st or the 16th of a month, which coordinates with the NCC pay periods. Contact HR for exceptions.
 - HR will send the entity a Cleared to Work confirmation which will include the start date.
 - Please notify the new employee of his/her start date and required documents for employment.
4. **Employment Packet**
 - Provide the employment packet to the employee on the first day of work and allow time for all forms to be completed.
 - See the employee's original documents provided to complete Section 2 of the I-9.
 - Follow the checklist before submitting the employment paperwork to HR. Paperwork must be completed and returned to HR within the first 3-days of the employment start date.
 - Have the employee sign his/her job description and submit with employment packet to HR.
5. **Accountability & Compliance**
 - Provide the employee with his/her authorized work schedule.
 - Electronic time keeping credentials are provided by Payroll.
 - Over-time hours get counted into the annual Look Back Measurement.
 - Please verify and approve the employee's worked hours at the end of each pay period.

Get forms and more helpful employment information online at nccsda.com/hr

GETTING DOWN TO BUSINESS WITH HR

Employment Process

Hop Don't Skip – Steps to Hiring an Employee

1. Assess / Intent to Hire
2. Post / Application Review / Interviews
3. Hire PAR / Cleared to Work / Start Date
4. Employment Packet
5. Accountability & Compliance

Hop (*Don't Skip*) Your Way
Through the
Employment Process!



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2. **Post / Application Review / Interviews**
3. **Hire PAR / Cleared to Work / Start Date**
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5. **Accountability & Compliance**

GETTING DOWN TO BUSINESS WITH HR

Employment Process

Hop Don't Skip – Steps to Hiring an Employee

1. Assess / Intent to Hire

- Based upon the need and your entity's budget, can your entity employ?
- Create a Job Description.
- Complete the Intent to Hire form and send to HR with the Job Description.
- HR will communicate the approval, approved with needed of change(s), or denied.
- Once the Intent to Hire has been approved, you are ready to post the position.

Hop (*Don't Skip*) Your Way
Through the
Employment Process!



1. **Assess / Intent to Hire**
2. **Post / Application Review / Interviews**
3. **Hire PAR / Cleared to Work / Start Date**
4. **Employment Packet**
5. **Accountability & Compliance**

Assessing Your Need

Can your entity afford to employ?



Using Admin Assist in ERI 11

Estimated Employer Costs to Employ

ALL employees:
7.67% FICA, Medicare, Workers' Compensation

Part-time-: 24 hours per year
California Sick Leave

Half-time+:
8% Retirement
7.67% per hours of PTO hours (76, 114,152)

Medical Eligible:
Employee + Family Enrollment

Full-time: \$14.15 per month BGL
.0038% LTD

Percentages applied to the hourly rate.
Flat rate is per month.

2023 Cost Estimator

Full-Time plus Benefits Calculator

Instructions: Fill in all yellow boxes
Use for 38-40 hours per week

Entity Name	ERI Area	Job Description/Title	Job Code	Step	Hours/Week	Percent of Full Time	Status		
	Choose One	Choose One		Choose One	Choose One	100%	Full-Time Regular		
Hourly Rate		Gross Monthly Wage	\$ -	Gross Yearly Wage	\$ -				
Basic Entity Costs	Step	Percent of Full-Time	Gross Monthly Wage	Estimated W/C	Estimated FICA 6.2%	Estimated Medicare 1.45%	Summary of Estimated Charges	Total Estimated Monthly Cost to be Charged Entity	Total Estimated Yearly Cost to be Charged Entity
	Choose One	100%	\$ -	Choose One	0.062	0.0145		\$ -	\$ -
Paid Leave (Hourly) 2 Weeks = 76 3 Weeks = 114 4 Weeks = 152	Select from Drop Down List	Annual Gross	Annual FICA	Annual Medicare	Annual Paid Leave				
	Choose One	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -
Healthcare Costs (Regular Employees Working Full-Time at 30 or more hours per week)	ATW Option	Employee Plus Spouse and Children	Choose One	Monthly	Yearly				
	Kaiser Option	Employee Plus Spouse and Children	Choose One	\$ -	\$ -				
Retirement	Basic	5%	\$ -						

ENTITY ESTIMATED TOTAL COSTS

Basic Entity Cost +		
Paid Leave	\$	-
+ ATW Option or Kaiser Option	\$	-
+ Other benefits	\$	169.80

[FT plus Benefits](#) | [HT Plus with HCAP](#) | [HT Plus with no HCAP](#) | [Multi Position + Benefits](#) | [PT Minus](#) | [WC List](#)

Instructions: Fill in all yellow boxes
Use for 38-40 hours per week

Entity Name	ERI Area	Job Description/Title	Job Code	Step	Hours/Week	Percent of Full Time	Status		
	11	Admin Assist I	E	2	38.00	100%	Full-Time Regular		
Hourly Rate	\$ 18.24	Gross Monthly Wage	\$ 3,003.52	Gross Yearly Wage	\$ 36,042.24				
Basic Entity Costs	Step	Percent of Full-Time	Gross Monthly Wage	Estimated W/C	Estimated FICA 6.2%	Estimated Medicare 1.45%	Summary of Estimated Charges	Total Estimated Monthly Cost to be Charged Entity	Total Estimated Yearly Cost to be Charged Entity
				8840	0.0076	0.062	0.0145		
	2	100%	\$ 3,003.52	\$ 22.83	\$ 186.22	\$ 43.55	\$ 252.60	\$ 3,256.12	\$ 39,073.39
Select from Drop Down List		Annual Gross	Annual FICA	Annual Medicare	Annual Paid Leave				
Paid Leave (Hourly) 2 Weeks = 76 3 Weeks = 114 4 Weeks = 152	76	\$ 1,386.24	\$ 85.95	\$ 20.10	\$ 1,492.29			\$ 1,492.29	

Healthcare Costs (Regular Employees Working Full-Time at 30 or more hours per week)	ATW Option	Employee Plus Spouse and Children	Monthly		Yearly			
			Employee & Family	\$ 1,580.00	\$ 18,960.00			
	Kaiser Option	Employee Plus Spouse and Children	Employee & Family	\$ 2,549.00	\$ 30,588.00			
Other Benefits (Regular Employees Working 19 or more hours per week)	Retirement	Basic	5%	\$ 150.18				
		Match	3%	\$ 90.11				
					\$ 265.88	\$ 3,190.50		
	LTD	0.00381		\$ 11.44				
	Basic	Average Amount per month		\$ 14.15				
							ENTITY ESTIMATED TOTAL COSTS Basic Entity Cost + Paid Leave \$ 40,565.68 + ATW Option or Kaiser Option \$ 30,588.00 + Other benefits \$ 3,190.50 Total Estimated Costs ATW Option Kaiser Option Yearly \$ 62,716.18 \$ 74,344.18 Monthly \$ 5,226.35 \$ 6,195.35	

Total Costs= Basic Entity Costs + Healthcare Costs (ATW or Kaiser) + Other Benefits

Full-Time Employee + Family

ns: Fill in all yellow boxes
r 38-40 hours per week

Step	Hours/Week	Percent of Full Time	Status		
2	38.00	100%	Full-Time Regular		
Gross Yearly Wage	\$ 36,042.24				
Estimated W/C	Estimated FICA 6.2%	Estimated Medicare 1.45%	Summary of Estimated Charges	Total Estimated Monthly Cost to be Charged Entity	Total Estimated Yearly Cost to be Charged Entity
8840	0.0076	0.062	0.0145		
\$ 22.83	\$ 186.22	\$ 43.55	\$ 252.60	\$ 3,256.12	\$ 39,073.39
Annual FICA		Annual Medicare	Annual Paid Leave		
	\$ 85.95	\$ 20.10	\$ 1,492.29		\$ 1,492.29

	Monthly		Yearly	
	Employee Only	\$ 790.00	\$ 9,480.00	
Employee Only	\$ 789.00	\$ 9,468.00		
	\$ 150.18			
	\$ 90.11			
	\$ 265.88	\$ 3,190.50		
	\$ 11.44			
	\$ 14.15			
ENTITY ESTIMATED TOTAL COSTS Basic Entity Cost + Paid Leave \$ 40,565.68 + ATW Option or Kaiser Option \$ 9,468.00 + Other benefits \$ 3,190.50 Total Estimated Costs ATW Option Kaiser Option Yearly \$ 53,236.18 \$ 53,224.18 Monthly \$ 4,436.35 \$ 4,435.35				

Full-Time Employee Only

Northern California Conference of SDA's
Wage and Benefit Cost Estimate

Entity Name	ERI Area	Job Description/Title	Job Code	Step	Hours/Week	Percent of Full Time	Status		
	11	Admin Assist I	E	2	30.00	79%	Half-Time Plus Regular		
Hourly Rate	\$ 18.24	Gross Monthly Wage	\$ 2,371.20	Gross Yearly Wage	\$ 28,454.40				
Basic Entity Costs	Step	Percent of Full-Time	Gross Monthly Wage	Estimated W/C	Estimated FICA 6.2%	Estimated Medicare 1.45%	Summary of Estimated Charges	Total Estimated Monthly Cost to be Charged Entity	Total Estimated Yearly Cost to be Charged Entity
	2	79%	\$ 2,371.20	8840 0.0076	0.062	0.0145		\$ 199.42	\$ 2,570.62
Select from Drop Down List			Annual Gross	Annual FICA	Annual Medicare	Annual Paid Leave			
Paid Leave (Hourly) 2 Weeks = 76 3 Weeks = 114 4 Weeks = 152	76		\$ 1,094.40	\$ 67.85	\$ 15.87	\$ 1,178.12		\$ 1,178.12	

Northern California Conference of SDA's
Wage and Benefit Cost Estimate

Step	Hours/Week	Percent of Full Time	Status		
2	30.00	79%	Half-Time Plus Regular		
Gross Yearly Wage	\$ 28,454.40				
Estimated W/C	Estimated FICA 6.2%	Estimated Medicare 1.45%	Summary of Estimated Charges	Total Estimated Monthly Cost to be Charged Entity	Total Estimated Yearly Cost to be Charged Entity
8840 0.0076	0.062	0.0145		\$ 199.42	\$ 2,570.62
\$ 18.02	\$ 147.01	\$ 34.38	\$ 199.42	\$ 2,570.62	\$ 30,847.42
	Annual FICA	Annual Medicare	Annual Paid Leave		
	\$ 67.85	\$ 15.87	\$ 1,178.12		\$ 1,178.12

Healthcare Costs (Regular Employees Working Full-Time at 30 or more hours per week)	ATW Option	Employee Plus Spouse and Children	Monthly		Yearly		
			Employee & Family	\$ 1,580.00	\$ 18,960.00		
	Kaiser Option	Employee Plus Spouse and Children	Employee & Family	\$ 2,549.00	\$ 30,588.00		
Other Benefits (Regular Employees Working 19 or more hours per week)	Retirement	Basic	5%	\$ 118.56			
		Match	3%	\$ 71.14			
				\$ 189.70	\$ 2,276.35		
					Yearly		
					ATW Option	Kaiser Option	
					\$ 53,261.89	\$ 64,889.89	
					Monthly	\$ 4,438.49	\$ 5,407.49

	Monthly		Yearly
	Employee Only	\$ 790.00	\$ 9,480.00
Employee Only	\$ 789.00	\$ 9,468.00	
	\$ 118.56		
	\$ 71.14		
	\$ 189.70	\$ 2,276.35	
Total Estimated Costs			
	ATW Option	Kaiser Option	
	Yearly	\$ 43,781.89	\$ 43,769.89
	Monthly	\$ 3,648.49	\$ 3,647.49

Total Costs= Basic Entity Costs + Healthcare Costs (ATW or Kaiser) + Other Benefits

Half-time Plus Medical Eligible
Employee + Family

Half-time Plus Medical Eligible
Employee Only

Northern California Conference of SDA's
Wage and Benefit Cost Estimate

Entity Name	ERI Area	Job Description/Title	Job Code	Step	Hours/Week	Percent of Full Time	Status		
	11	Admin Assist I	E	2	20.00	53%	Half-Time Plus Regular		
Hourly Rate	\$ 18.24	Gross Monthly Wage	\$ 1,580.80	Gross Yearly Wage	\$ 18,969.60				
Basic Entity Costs	Step	Percent of Full-Time	Gross Monthly Wage	Estimated W/C	Estimated FICA 6.2%	Estimated Medicare 1.45%	Summary of Estimated Charges	Total Estimated Monthly Cost to be Charged Entity	Total Estimated Yearly Cost to be Charged Entity
	2	53%	\$ 1,580.80	8840 0.0076	0.062	0.0145		\$ 1,713.75	\$ 20,564.94
Select from Drop Down List		Annual Gross	Annual FICA	Annual Medicare	Annual Paid Leave				
Paid Leave (Hourly) 2 Weeks = 76 3 Weeks = 114 4 Weeks = 152	76	\$ 729.60	\$ 45.24	\$ 10.58	\$ 785.41	\$ 785.41			

Other Benefits (Regular Employees Working 19 or more hours per week)	Retirement	Basic	5%	\$ 79.04	ENTITY ESTIMATED TOTAL COSTS					
		Match		3%	\$ 47.42	Basic Entity Cost + Paid				
					\$ 126.46	\$ 1,517.57	Leave			\$ 21,350.36
							+ Other benefits			\$ 1,517.57
							Total Estimated Costs			
							Yearly	\$ 22,867.93		
							Monthly	\$ 1,905.66		

Half-time Plus

Northern California Conference of SDA's
Wage and Benefit Cost Estimate

Instructions: Fill in all yellow boxes
Use for up to 18.5 hours per week

Entity Name	ERI Area	Job Description/Title	Job Code	Step	Hours/Week	Percent of Full Time	Status			
	11	Admin Assist I	E	2	18.00	47%	Part-Time Minus			
Hourly Rate	\$ 18.24	Employee Gross Monthly Wage	\$ 1,422.72	Gross Yearly Wage	\$ 17,072.64					
Basic Entity Costs	Step	Gross Monthly Wage	Estimated W/C	Estimated FICA 6.2%	Estimated Medicare 1.45%	Summary of Estimated Charges	Total Estimated Monthly	Total Estimated Yearly Cost		
	2	47%	\$ 1,422.72	10.81	88.21	20.63	119.65	1542.37	\$ 18,508.45	
CA Sick Hours	24	CA Sick Gross	\$ 437.76	CA Sick Fica	\$ 27.14	CA Sick Medicare	\$ 6.35	33.48864	CA Sick Total	\$ 471.25

ENTITY ESTIMATED TOTAL COSTS	
Yearly	\$ 18,979.70
Monthly	\$ 1,581.64

Part-Time Minus

Instructions: Fill in all yellow boxes

Mutli- Position Employment

Entity Name	ERI Area	Job Description/Title	Job Code	Step	Hours/Week	Percent of Full Time	Status		
	11	Before/After School Care	A	1	6.00	16%	Choose One		
Hourly Rate	\$ 15.63	Gross Monthly Wage	\$ 406.38	Gross Yearly Wage	\$ 4,876.56				
Basic Entity Costs	Step	Percent of Full-Time	Gross Monthly Wage	Estimated W/C	Estimated FICA	Estimated Medicare	Summary of Estimated Charges	Total Estimated Monthly Cost to be Charged Entity	Total Estimated Yearly Cost to be Charged Entity
	1	16%	\$ 406.38	8868 0.0137	0.062	0.0145	\$ 36.66	\$ 443.04	\$ 5,316.43

Entity Name	ERI Area	Job Description/Title	Job Code	Step	Hours/Week	Percent of Full Time	Status		
	11	Instructional Aide	B	1	10.00	26%	Choose One		
Hourly Rate	\$ 15.63	Gross Monthly Wage	\$ 677.30	Gross Yearly Wage	\$ 8,127.60				
Basic Entity Costs	Step	Percent of Full-Time	Gross Monthly Wage	Estimated W/C	Estimated FICA	Estimated Medicare	Summary of Estimated Charges	Total Estimated Monthly Cost to be Charged Entity	Total Estimated Yearly Cost to be Charged Entity
	100%	26%	\$ 677.30	8868 0.0137	0.0620	0.0145	61.09	738.39	\$ 8,860.71

16.00	Select from Drop Down List	Annual Gross	Annual FICA	Annual Medicare	Annual Paid Leave
Paid Leave (Hourly) 2 Weeks = 76 3 Weeks = 114 4 Weeks = 152	Choose One	\$ -	0.00	0.00	0.00
		CA Sick Gross	CA Sick Fica	CA Sick Medicare	CA Sick Total
CA Sick Hours 24 Hours Max	24	\$ 750.24	46.51	10.88	57.39

Healthcare Costs (Regular Employees Working Full-Time at 30 or more hours per week)			Monthly	Yearly	Basic Entity Cost + Paid Leave OR CA Sick
	ATW Option	Employee Plus Spouse and Children	Choose One	\$ -	
Kaiser Option	Employee Plus Spouse and Children	Choose One	\$ -	\$ -	+
					ATW Option or Kaiser Option
					+
					Other benefits
	Retirement	5%	\$ -		\$ -

Create a Job Description

Templates are available on our website

<https://nccsda.com/hr/job-descriptions/>

Northern California Conference Job Description

DATE:		Title:	Church Receptionist/Office Assistant
LOCATION:		Wage/Salary:	\$
STATUS:	FT/PT/Reg/Temp	ERI Category:	
REPORTS TO:	Pastor	Job Code:	201 Salary Band: B

SUMMARY: Receives visitors, guests and members as representatives of the church and performs general secretarial and clerical duties for the pastors and for certain church officers.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Answers telephone calls and forwards calls to appropriate church staff
2. Checks on phone, FAX and email messages as the first duty each morning and throughout the day and distributes messages to appropriate church staff
3. Retrieves mail and sorts in appropriate mail trays
4. Interact with visitors to the church office and answers telephone calls and emails in a friendly and professional manner
5. Maintain the church office in an attractive and professional manner at all times
6. Perform general office responsibilities
7. Manage sign-up lists as appropriate (e.g., flowers for the sanctuary, church events)
8. Maintain *strict* confidentiality of all church matters and membership affairs
9. Immediately report any on-the-job injury to the church treasurer or pastor
10. Perform other work related duties as may be assigned by supervisor

JOB SPECIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability required, physical, and work environment.

Education and/or Experience

A high school diploma or equivalent is required, and two or more years of college are preferred. Prior experience with receptionist or secretarial duties is preferred. Knowledge of office computer software is required.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.



Northern California Conference Non-Exempt (Hourly) Wage Scale

Effective July 1, 2022

General		ERI Area	11	CALIFORNIA Min Wage \$15 Effective 1/1/2022	
ANY ERI		Wage Scale (100%)	\$32.57	Changes to 5.00 on 1/1/2023	
\$15.00					

Job Title	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Treasurer Accountant Assist	56-76%	\$18.24	\$19.54	\$20.84	\$22.14	\$23.45	\$24.75
Treasurer Accountant	68-81%	\$22.14	\$22.80	\$23.77	\$24.75	\$25.40	\$26.38
Office Manager	68-81%	\$22.14	\$22.80	\$23.77	\$24.75	\$25.40	\$26.38
Receptionist/ Office Assistant	M-62%	\$15.63	\$16.93	\$17.59	\$18.24	\$18.89	\$20.19
Admin Assist I	52-72%	\$16.93	\$18.24	\$19.54	\$20.84	\$22.14	\$23.45
Admin Assist II	56-76%	\$18.24	\$19.54	\$20.84	\$22.14	\$23.45	\$24.75
Admin Assist III	58-78%	\$18.89	\$20.19	\$21.49	\$22.80	\$24.10	\$25.40
Librarian	68-81%	\$22.14	\$22.80	\$23.77	\$24.75	\$25.40	\$26.38
Registrar	64-80%	\$20.84	\$22.14	\$23.12	\$24.10	\$25.08	\$26.05
Music Teacher	60-80%	\$19.54	\$20.84	\$22.14	\$23.45	\$24.75	\$26.05
Instructional Aide	M-62%	\$15.63	\$16.93	\$17.59	\$18.24	\$18.89	\$20.19
Before/ After School Care Coord	M-62%	\$15.63	\$16.93	\$17.59	\$18.24	\$18.89	\$20.19
Before/ After School Care	M-60%	\$15.63	\$16.93	\$17.59	\$18.24	\$18.89	\$19.54
ECEC Teacher	58-78%	\$18.89	\$20.19	\$21.49	\$22.80	\$24.10	\$25.40
ECEC Teacher Aide	M-62%	\$15.63	\$16.93	\$17.59	\$18.24	\$18.89	\$20.19
ECEC Worker	M-60%	\$15.63	\$16.93	\$17.59	\$18.24	\$18.89	\$19.54
Custodian/Janitor	M-60%	\$15.63	\$16.93	\$17.59	\$18.24	\$18.89	\$19.54
Maintenance	52-72%	\$16.93	\$18.24	\$19.54	\$20.84	\$22.14	\$23.45
Groundskeeper	M-62%	\$15.63	\$16.93	\$17.59	\$18.24	\$18.89	\$20.19
Bus Driver	52-72%	\$16.93	\$18.24	\$19.54	\$20.84	\$22.14	\$23.45
Food Service	M-60%	\$15.63	\$16.93	\$17.59	\$18.24	\$18.89	\$19.54
Thrift Store Worker	M-60%	\$15.63	\$16.93	\$17.59	\$18.24	\$18.89	\$19.54
Bible Worker	M-68%	\$15.63	\$16.93	\$18.24	\$19.54	\$20.84	\$22.14
Communication/Public Relation	68-81%	\$22.14	\$22.80	\$23.77	\$24.75	\$25.40	\$26.38
Information Technology	68-81%	\$22.14	\$22.80	\$23.77	\$24.75	\$25.40	\$26.38
Marketing Specialist	78%-91%	\$25.40	\$26.05	\$27.03	\$28.01	\$28.66	\$29.64

*M= Minimum Wage

*Apply your
entity's ERI
Wage Scale
to the Job
Description*



Northern California Conference of Seventh-day Adventists
P.O. Box 619015, Roseville, CA 95661 • www.nccsda.com/hr
Phone (916) 886-5663 • FAX (888) 609-3904 • hr@nccsda.com

Intent to Hire for Locally Funded Position



Intent to Hire for Locally Funded Position

The hiring entity must submit this form to the NCC Human Resources Department before conducting interviews for the position. The position may **not** be filled unless an NCC HR representative has signed below.

Hiring Entity Name _____

Contact Person at Entity for Information Regarding This Position _____

Proposed Job Title _____

Please attach full job description. Find NCC job descriptions: nccsda.com/hr/job-descriptions

- New position
- Replacement for former employee (Name of former employee _____)
- Restructured position

Proposed Remuneration \$ _____ Per Hour Monthly Salary
Request the Locally Funded Wage Scale for your ERI location: hr@nccsda.com

Proposed Hire Date _____

Proposed FLSA Exemption Classification: Exempt Non-Exempt

Proposed Work Schedule: Check one box in each column below.

<input type="checkbox"/> Full Time (38-40 hours per week)	<input type="checkbox"/> Regular Status - Continued At-will Employee
<input type="checkbox"/> Half Time Plus: medical eligible (30-37.5 hours per week)	<input type="checkbox"/> Temporary Status - Less than One Year, Requires an Ending Date
<input type="checkbox"/> Part Time Plus (19 to 27.5 hours per week)	
<input type="checkbox"/> Part Time Minus (up to 18.5 hours per week)	
<input type="checkbox"/> Other - Explain here: _____	

Date of Church/School Board Approval _____

Multi-position Disclaimer: *If an employee has more than one position at the same hiring entity or several different hiring entities, the amount of funding may change. Please contact the NCC HR Department for guidance if an employee will have several different job titles.*

TO BE COMPLETED BY HR Department:

- Requested position has been approved as proposed, subject to the requesting entity's commitment to the cost of wages and benefits.
- Requested position has been approved with changes. See attached job description.
- Requested position has been denied because _____
Please submit the form again.

NCC Human Resources Department Approval

Date: *If position is not filled within 30 days, approval expires.*



Northern California Conference of Seventh-day Adventists
 P.O. Box 619015, Roseville, CA 95661 • www.nccsda.com/hr
 Phone (916) 886-5663 • FAX (888) 609-3904 • hr@nccsda.com

Intent to Hire for Locally Funded Position

The hiring entity must submit this form to the NCC Human Resources Department before conducting interviews for the position. The position may **not** be filled unless an NCC HR representative has signed below.

Hiring Entity Name _____

Contact Person at Entity for Information Regarding This Position _____

Proposed Job Title _____

Please attach full job description. Find NCC job descriptions: nccsda.com/hr/job-descriptions

- New position
- Replacement for former employee (Name of former employee _____)
- Restructured position

Proposed Remuneration \$ _____ Per Hour Monthly Salary

Request the Locally Funded Wage Scale for your ERI location: hr@nccsda.com

Proposed Hire Date _____

Proposed FLSA Exemption Classification: Exempt Non-Exempt

Proposed Work Schedule: Check one box in each column below.

<input type="checkbox"/> Full Time (38-40 hours per week)	<input type="checkbox"/> Regular Status – Continued
<input type="checkbox"/> Half Time Plus: medical eligible (30-37.5 hours per week)	<input type="checkbox"/> At-will Employee
<input type="checkbox"/> Part Time Plus (19 to 27.5 hours per week)	<input type="checkbox"/> Temporary Status – Less than
<input type="checkbox"/> Part Time Minus (up to 18.5 hours per week)	One Year, Requires an Ending
<input type="checkbox"/> Other - Explain here: _____	Date

Date of Church/School Board Approval _____

Multi-position Disclaimer: *If an employee has more than one position at the same hiring entity or several different hiring entities, the amount of funding may change. Please contact the NCC HR Department for guidance if an employee will have several different job titles.*

TO BE COMPLETED BY HR Department:

- Requested position has been approved as proposed, subject to the requesting entity’s commitment to the cost of wages and benefits.
- Requested position has been approved with changes. See attached job description.
- Requested position has been denied because _____.
Please submit the form again.

 NCC Human Resources Department Approval

 Date: *If position is not filled within 30 days, approval expires.*

NEW: Intent to Hire Process

Complete the **Intent to Hire Form** and send to HR with the **Job Description**

HR will review both and provide the entity an **APPROVED** or **DENIED**.

Once the Intent to Hire has been approved, you are ready to post the position.

GETTING DOWN TO BUSINESS WITH HR

Employment Process

Hop Don't Skip – Steps to Hiring an Employee

2. Post / Application Review / Interviews

Hop (*Don't Skip*) Your Way
Through the
Employment Process!



1. **Assess / Intent to Hire**
2. **Post / Application Review / Interviews**
3. **Hire PAR / Cleared to Work / Start Date**
4. **Employment Packet**
5. **Accountability & Compliance**

Steps to Hiring an Employee

Post the Position, Accept Applications, and Hold Interviews

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- Advertise the position providing an ending date or “until the position is filled” (*Once your position has been approved, and the job description has been classified, HR will assist in posting your position on the NCC Website*)
- Each applicant must submit an NCC Employment Application (*it is a requirement that each applicant submit an Employment Application, including current NCC employees applying for additional employment*)
- Review all applications for any possible red flags prior to scheduling an interview (*we will be reviewing “red flags” in the next few slides*)
- Pre-interview reference checking is encouraged (*by completing & signing an application, the applicant is providing approval to check references*)
- Conduct interviews with qualified applicants (*please check with HR if you have questions regarding interviewing and/or questions to ask*)
- HR helps coordinate multi-position employment (*this is extremely important due to the financial impact of benefit eligibility markers*)
- Select the best candidate and offer the position (Remember that a candidate cannot begin working prior to completing their new hire paperwork. The I-9 must be certified and signed within 3-days of the employee's date of hire.)

The Purpose of an Employment Application

The primary purpose of an employment application is to prescreen job applicants.



Applicant's supply contact information, employment history, experience, education and references; with this basic information, an employer can determine if the applicant warrants further consideration.



The background information provided on the application also assists in the facilitation of productive interviews.



Compared to a resume, an application can serve as a legal document for your organization to:

- Authorize reference and background checks
- Ensures that the applicant understands that NCC is an equal employment opportunity employer, however, with the sanction to hire only Seventh-day Adventists (exceptions may apply with pre-approval)
- Requires candidate's signature; is a legal document and becomes a part of the employee's permanent file.

Employment Application - Red Flags

Incomplete application. Every question must be answered. Applicant must initial, sign and date their application.

The candidate does not have a legal right to work in the US. Please contact HR for information about the immigration process of employing. There are requirements by NCC, the hiring entity, and the candidate.

The candidate checks the "YES" box of been convicted of a felony or misdemeanor. Please contact HR for more information.

The applicant is currently an employee of NCC. The status of employment is determined upon the authorized hours an employee works. To determine if your entity is financially ready to employ a multi-position employee, reach out to HR for consultation. The additional position may result in added benefits and costs for both entities.

The applicant is not a Seventh-day Adventist. NCC hires only SDA church members in good standing. There may be an exception for positions unable to be filled. Please contact HR prior to hiring a non-Adventist employee. The entity must complete a process to hire a non-Adventist prior to offering the position.

Application is not signed. The signature is confirmation that the information provided is accurate; providing their initials shows evidence they have read and acknowledge the statements on the application.



Employment Application

The Northern California Conference of Seventh-day Adventists (NCC) is an equal opportunity employer which does not discriminate in employment policies and practices on the basis of race, national origin, gender, color, age, disability, or any other basis prohibited by law. The employment practices of the church reflect religious preferences in harmony with the United States Constitution and controlling law, and it, therefore, hires only Seventh-day Adventist Church members in good standing.

(Please TYPE or PRINT - Complete all sections)

Name (Last, First, Middle Initial as stated on the SS Card) _____ Social Security # _____ E-Mail Address _____
Address _____ City _____ State _____ Zip Code _____
Home Phone _____ Cell Phone _____ Work Phone _____

Position(s) applied for: _____ Department (If Applicable) _____

Are you seeking/Available for: Full-time Part-time Temporary Date Available _____

Are you able to perform the duties of the position? Yes No (If needed, reasonable accommodation will be provided)

Do you have the legal right to work in the US? Yes No (Please note, proof of work authorization is required for employment)

Are you 18 years of age or older? Yes No Have you ever been convicted of a felony or misdemeanor, other than a minor traffic offense? Yes No If yes, please explain: _____

Are you currently, or have you been previously, employed by the NCC? Yes No If yes, where? _____

Do you have any relatives employed by the NCC? Yes No If Yes, where? _____

Have you been previously employed by another Adventist entity? Yes No If Yes, where? _____

Are you a baptized member of the Seventh-day Adventist Church? Yes No If yes, where is your membership: _____

Do you hold any denominational license/credential? Yes No If Yes, please indicate credential/license: _____

	Name of Educational Institution	School Location	Did You Graduate?	If No, # of Years Completed	List Degree and Major
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Trade or Business School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/University			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate Work			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other Education			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Other Skills: If applicable for the position, in which of the following do you have skill/knowledge?

- Typing — Words per Minute _____ MS Outlook
 10-Key _____ FileMaker Pro
 MS Word _____ Adobe InDesign
 MS Excel _____ Adobe Photoshop
 MS PowerPoint _____ Adobe Acrobat Pro
 Other Software/Skills _____

Please list all employment for the past 10 years, beginning with the most recent. Attach additional sheet if needed.

Employer Name:	Job Title: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Address:	Duties:
Phone: _____ Supervisor's Name: _____	Skills:
Dates Employed From _____ To _____ Base Salary or Wage: Start _____ End _____	Reason(s) for leaving:

Employer Name:	Job Title: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Address:	Duties:
Phone: _____ Supervisor's Name: _____	Skills:
Dates Employed From _____ To _____ Base Salary or Wage: Start _____ End _____	Reason(s) for leaving:

Employer Name:	Job Title: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Address:	Duties:
Phone: _____ Supervisor's Name: _____	Skills:
Dates Employed From _____ To _____ Base Salary or Wage: Start _____ End _____	Reason(s) for leaving:

Additional Information: List any other experience/skills that you believe contribute to your qualifications: _____

References: List below four persons, other than relatives, who can provide character and employment references:

Name	Position	Address	Phone

I hereby certify that this application was completed by me and that all entries on it and information in it are true and complete to the best of my knowledge. I understand that false or misleading information given in this application, in my interview(s), or otherwise in the application process will void this application or subject me to discharge at any time. I expressly acknowledge and understand that in the absence of a written contract to the contrary, my status, if I am hired, will be that of an employee at will having no contractual right, express or implied, to remain in the NCC's employ.

I also expressly acknowledge and understand that, as a not-for-profit religious organization, the NCC is exempt from state unemployment insurance, state disability insurance, and paid family leave. Therefore, its employees are not eligible to receive benefits for any of these programs.

I authorize the employing organization and its agents to confirm information supplied on this application and résumé and to conduct a background check to investigate my suitability for employment and authorize my prior employers to disclose to NCC information contained in my personnel file. This investigation may include information on my character, general reputation, personal characteristics and mode of living. By initialing below, I expressly waive the right to receive a copy of any public record obtained in the course of the background investigation. Further, I release all parties from all claims, damages and liability that may result from furnishing information about me to NCC and using that information in considering my employment application.

Please initial here indicating that you have read and agree to the above. _____

Signature of Applicant _____ Date _____

GETTING DOWN TO BUSINESS WITH HR

Employment Process

Hop Don't Skip – Steps to Hiring an Employee

3. Hire PAR / Cleared to Work / Start Date

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5. **Accountability & Compliance**

GETTING DOWN TO BUSINESS WITH HR

Employment Process

Hop Don't Skip – Steps to Hiring an Employee

4. Employment Packet

Hop (*Don't Skip*) Your Way
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Employment Process!



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GETTING DOWN TO BUSINESS WITH HR

Employment Process

Hop Don't Skip – Steps to Hiring an Employee

5. Accountability & Compliance

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Accountability & Compliance

- Provide the employee with his/her authorized work schedule.
- Electronic time keeping credentials are provided by Payroll once an employee has been onboarded through HR.
- Over-time hours get counted into the annual Look Back Measurement (*potentially qualifying an employee for benefit eligibility*).
- Please verify and approve the employee's worked hours at the end of each pay period.

***** Reminders *****

- Intent to Hire forms must be completed for all recruitment requests and approved, prior to hiring.
- Job descriptions need to accompany all recruitment requests and be appropriately classified.
- All job applicants, including current employees applying for NCC positions, must complete an Employment Application.
- I-9 Forms must be completed within 3 business days of the date of hire.

Help is at
hand!
nccsda.com/hr



CHURCHES, SCHOOLS & MINISTRIES

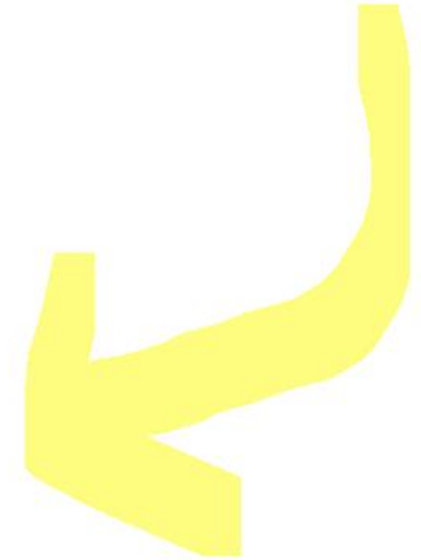
EMPLOYMENT GUIDELINES

EMPLOYMENT PAPERWORK FORMS

JOB DESCRIPTIONS & WAGE SCALES

WORKERS' COMPENSATION

JOB OPPORTUNITIES



Thank you for
connecting
with us today!

*YOUR NCC HR
PARTNERS IN
MINISTRY!*





HUMAN RESOURCES DEPARTMENT

HR BOOTCAMP

NORTHERN CALIFORNIA CONFERENCE

Thank you all for your time and presence during the Level II Supervisor Training on October 20, 2022 via zoom. We have compiled your important questions in the Q&A below for your reference and as a resource.

Q: Is the Intent to Hire form for new positions or all positions?

A: This form is required when hiring for brand new positions or if an existing position becomes vacant. This process is also for locally funded positions. The hiring process for Teachers and Principals has not changed.

Q: Can the position description be edited where needed to reflect any specifics of the local church/school location?A: Yes.

Q: When do they do their fingerprints/TB and other clearances if they are not filling forms out until their first day of work? Currently, all forms are to be completed before they can work.

A: Fingerprint and TB must be done before they begin work. With this new process, the paperwork is not done until HR has cleared the person to work, and that involves having the fingerprint and background clearance.

Q: Is this process set to begin Jan 1, 2023?

A: Yes. You will want to send HR the Intent to Hire form with the job description now if you are planning to hire on January 1, 2023.

Q: What is the turnaround time for employment paperwork?

A: Employment paperwork will be completed by the employee on the first date of work. The paperwork should be received by HR within the first three days of employment.

Q: What about the steps for letting a paid local hire employee go?

A: Terminations and layoffs need to be communicated to HR before action is taken. Please contact HR first.

Q: Do Independent Contractors have to be Seventh Day Adventist?

A: No.

Q: Does a custodian who works at a school and a church and who is paid from those two separate budgets considered a multi positioned employee?

A: Yes. This is a perfect example of a multi positioned employee.

Q: If we want to use an Independent Contractor for occasional jobs such as a bus driver or a music accompanist and we plan on paying them and issuing them a 1099, does that need to be approved at the conference level?

A: Yes. Our Trust/Property Management Director reviews all contracts for Independent Contractors.

Q: Can a paid position be transitioned into a volunteer position?

A: Please contact Human Resources.