



## 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.**