

INSTRUCTIONS FOR LOCALLY FUNDED POSITION REQUEST FORM

The purpose of the Request for Locally Funded Position Form (“Form”) is to assist churches, schools and other facilities (“Facility”) of the Northeastern Conference of Seventh-day Adventists to comply with the procedures adopted by the Northeastern Conference for requesting and hiring employees whose remuneration and benefits will be funded by the local church, school or other facility (“Locally Funded Employee”).

This Form must be completed for ALL Locally Funded positions which a Facility desires to implement beginning July 1, 2014 and January 1, 2015. This includes Facility employees who will be hired to fill new positions or fill existing positions which have become vacant for whatever reason (e.g., retirement, resignations or reductions in force or restructuring).

Section 1 (The Facility is responsible for completing this Section 1 of the Form).

Proposed Job Title:

- If the position already exists but has recently become vacant, complete the blank with the current job title.
- If the position did not previously exist, provide a proposed job title. The proposed job title should relate to the job duties.

Proposed Job Duties:

- If the position already exists but has recently become vacant, complete the blank with the current job duties and attach a job description if one exists for the position. Include any new duties which will be assigned to the position.
- If the position did not previously exist, complete the blank with a summary of the proposed job duties and attach a proposed job description if one has been created for the position.

Check the appropriate box identifying the type of requested position (new, replacement or restructured position):

- If the position was previously filled by another employee, provide the former employee’s name and remuneration at the time he/she ceased employment.
- If the position is being restructured (for example, where two positions are being combined into one, or where the duties of a position are being significantly changed), provide information regarding the proposed restructuring.

Proposed Remuneration:

- If the employee will be paid on an hourly rate, check the appropriate box and provide the proposed hourly rate.

- If the employee will be paid a fixed salary per month, check the appropriate box and provide the monthly salary.

Proposed Start Date:

- Provide a proposed future date you desire an employee to begin working in the position. (**NOTE:** A proposed employee cannot be offered the position or begin working until after Conference approval the position, conducted the criminal background check (if appropriate) and issued an employment letter or agreement to the individual).

Proposed FLSA Classification:

- If the position will be hourly, check the “Hourly Non-Exempt” box.
- If the position will be salaried, check the “Salaried Exempt” box. (**NOTE:** Generally, “salaried exempt” employees must be paid a salary of at least \$455.00 for each work week.)

Classification for Work Schedule:

- If the employee will be working at least 38 hours per week, check the “Full Time” Box.
- If the employee will be working between 30 hours per week and 35 hours per week, check the “High Hours Part Time” box and provide the number of hours per week the employee will be scheduled to work.
- If the employee will be working between 19 hours per week and 25 hours per week, check the “Low Hours Part Time” box and provide the number of hours per week the employee will be scheduled to work.
- If the employee will be working less than 19 hours per week, check the “Less Than Half Time” box and provide the number of hours per week the employee will be scheduled to work.
- If the employee’s proposed work hours do not meet any of the above criteria, check the “Other” box and explain the Facility’s contemplated work schedule.
- After Section 1 has been completed, scan or mail the Form to the Conference’s _____ for review.

Section 2 (The Conference is responsible for completing this Section of the Form).

- The Conference _____ will review the Form and determine if the requested position will be approved as proposed, approved with changes or denied. This determination will usually be made within ____ working days after the Conference’s receipt of the Facility’s completed Form.

Approved As Proposed:

- If the Conference approves the position as proposed, it will check the “Requested position has been approved as proposed” box.
- Confirmation that the position has been approved as proposed is subject to the Conference receiving the Facility’s commitment for its financial obligations (funding for remuneration and benefits).
- The Conference will check the appropriate box specifying whether it will issue an educational employment agreement or an employment offer letter for the position.

Approved With Changes:

- If the Conference approves the position with changes, the Conference will check the “Requested position has been approved with these changes” box.
- The Conference will specify necessary changes (e.g., change from exempt to non-exempt status for compliance with wage and hour laws, change in part-time status, or change in remuneration rate).
- The Conference will specify any additional requirements for the position.
- If the changed position is not accepted by the Facility, the Conference will note the denial and no further action may be taken regarding the position. The Conference will retain the Form in its records.

Denied:

- If the Conference denies the request, it will check the “requested position has been denied” box.
- The Conference will provide the Facility with an explanation for its denial of the position.
- No further action may be taken to fill the position. The Conference will retain the Form in its records.

Employment Benefits Eligibility

- If the Conference approves the request (as proposed or with changes), the Conference will determine the benefits for which the position will be eligible under Conference policies and benefit plans based on (i) full or part-time schedule and (ii) Hourly or Salaried Exempt classification.
- The Conference will identify the benefits for which the position will be eligible and provide the monthly benefits cost to the employee and the Facility. Any benefits for which the position is ineligible will be marked “N/A”.

- The Conference will calculate the total monthly remuneration and benefits cost to the employee and the Facility and insert those amounts on the Form.

Funding for Remuneration and Employment Benefits

- If the Conference approves the request (as proposed or with changes), the Conference will complete the section titled “Funding for Remuneration and Benefits”.
- The Conference will calculate and insert the monthly remuneration. If the employee is hourly non-exempt, the amount will not include overtime. The Facility will be responsible for funding any overtime work performed by a non-exempt employee.
- The Conference will calculate the cost of the benefits for which the position is eligible.
- The Conference will determine how far in advance it must receive payment from the Facility to cover the employee’s monthly remuneration and benefits and complete the blank.
- The Conference will calculate and insert the total monthly funding required for remuneration and benefits.
- The Conference’s _____ will return the Form and completed Section 2 to the Facility for confirmation of the Facility’s ability and commitment to fund the position.

Section 3 (The Facility is responsible for completing this Section of the Form).

- *The Facility must obtain approval of its local board for remuneration and benefits costs for the approved position.*
- The local board must take an official action approving the total funding required for the position and committing to submit the funds to the Conference to cover the remuneration and benefits for the position.
- After the local board has approved funding for the position, an authorized representative for the Facility (e.g., Board Chair, Pastor, Principal) must sign the statement contained in Section 3 of the Form. The information in Section 3 regarding remuneration and benefits cost will be completed by Conference Human Resources before the Form is returned to the Facility for approval and signature.
- The Facility must return the completed signed Certification Form to the Conference _____.

Approval of Position:

- After Conference ADCOM approves the position, it will return the Form and provide the Facility with (i) a Conference employment application and (ii) an authorization form for criminal record check (if required for the position) and (iii) an I-9 package.
- The Facility is responsible for (i) an applicant for the position completing and submitting to Conference Human Resources the employment application and a signed criminal record authorization (if required for the position).
- The Conference will conduct a criminal background check on the applicant, if appropriate.
- A final action will be taken by the Conference ADCOM or Board of Education approving the hiring of a specific applicant to fill the approved locally funded employee position.
- The Facility will be notified of the hiring action by the Conference _____.
- The Conference _____ will send a Conference employment offer letter or educational employment agreement to the newly hired locally funded employee, which will confirm the conditions of employment and provide notice of the Facility's obligation and commitment to provide funding for the position.
- At this point, and not before, the locally funded employee can commence work for the Facility.
- Within 72 hours after the employee commences work, the I-9 Form must be completed by the employee and the local facility/Conference representative and mailed to Conference Human Resources.