

Employment Handbook

HR Department
Central California
Conference of Seventh-day
Adventists
Rev. 9/11/19

Employment Procedures

New Hire

Items you are responsible to obtain and return to us:

- 1. Employment Application**
Please make sure to always use the most recent application available (CCC website).
- 2. Church Board Minutes**
These are the board minutes stating the voted action for the approval of the new hire's position, pay rate, and number of hours to be worked per week.
- 3. Personnel Action Request Form** (CCC website)
Please try to complete it as much as possible.
- 4. Signed Work Permit** (For Minors Only)
The permit must be signed by both the minor and the employer representative prior to submission.
- 5. Signed Job Description**
Each job description must be signed by both the employee and the supervisor. Guidelines and templates for creating job descriptions are available upon request.
- 6. Verified Volunteers** (<https://www.ncsrisk.org>)
All prospective employees 19 years of age or older must do the child protection training and a background check through Verified Volunteers.

Please keep in mind that the prospective employee cannot begin employment before the completed paperwork has been reviewed and approved by the HR Department.

Additional Position

Items you are responsible to obtain and return to us:

1. **Church Board Minutes**

These are the board minutes stating the voted action for the approval of the additional position for a current employee, pay rate, and number of hours to be worked per week.

2. **Personnel Action Request Form**

Please try to complete it as much as possible.

3. **Job Description**

Each job description must be signed by both the employee and the supervisor and must be provided for both non-exempt and exempt employees. Please use the HR guidelines.

DISCLAIMER:

Please be aware that until the HR Department sends you an email with an effective date for employment or additional position, the individual cannot start work. If you allow an individual to start work before being cleared, that will be considered premature employment and will be subject to \$1,000 fine.

Pay Rate Increase

Items you are responsible to obtain and return to us:

1. **Church Board Minutes**

These are the board minutes stating the voted action for the approval of the pay rate increase for a current employee, pay rate, and number of hours to be worked per week.

2. **Personnel Action Request Form** (CCC website)

Please try to complete it as much as possible.

3. **Employee Performance Review Evaluation** (CCC website)

Please have the employee fill out a self-evaluation questionnaire (CCC website). Once you have it, complete the employee's performance review evaluation. Please discuss the review with the employee sign it, and have him/her sign it too.

Termination

Please contact the HR Department as soon as you get notice of a termination

Items you are responsible to obtain and return to us:

1. **Church Board Minutes** (not required for resignations)

These are the board minutes stating the voted action for the approval of the termination.

2. **Personnel Action Request Form** (CCC website)

Please try to complete it as much as possible, including the effective date and the date voted by the Board.

3. **Resignation letter** (if applicable)

There are legal payroll requirements for issuing employees their final paycheck. The law is as follows

Payroll Law:

If the employee gives you no notice, you have 72 literal hours to have their check to them. If employee gives you notice, the check needs to be in employee's hand on the last day of employment.

If firing an employee, you must have the check in the employee's hand upon termination.

Disclaimer:

Please be informed of the legal deadlines to pay terminated employees. The fine for late payment is \$120.00 per day. Should you not get the information (such as final hours worked) to us on time to process final payment, your local entity accepts full financial liability of legal fees, fines, penalties, and interest.

DISCLAIMER:

If CCC does not get the information from you in a timely manner,
your entity will be subject to \$1,000 fine.

Benefits

Benefit	Regular part-time <30 hours	Regular part-time ≥ 30 hours	Regular full-time	Temporary	Occasional
Vacation (VAC)	YES	YES	YES	NO	NO
Sick leave (STS)	YES	YES	YES	YES	YES
Retirement Basic	NO	NO	YES	NO	NO
Retirement Match	YES	YES	YES	NO	NO
Holiday pay¹	NO	NO	YES	NO	NO
Basic life Insurance	NO	NO	YES	NO	NO
Healthcare	NO	YES	YES	NO	NO
Long-term Disability	NO	NO	YES	NO	NO
Workers' Compensation	YES	YES	YES	YES	YES
Jury Duty	YES	YES	YES	NO	NO
Payout upon termination	VAC, STS*	VAC, STS	VAC, STS	NO	NO

*Student workers: only VAC payout, not STS

¹CCC has designated the following **holidays** for its employees (these apply to all employees, no matter what church, school or ministry they serve): **New Year's Day, Martin Luther King's Birthday, President's Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas.**

For Questions or Concerns, Please Contact:

Sulianne Gouveia

Administrative Associate, CCC HR Department

Phone: 559-347-3048

E-mail: hr@cccsda.org