



# Personnel Action Request Form

Change For  
Current Employee

Employee name (F,MI,L) \_\_\_\_\_  
Job title \_\_\_\_\_  
Place of work \_\_\_\_\_

### Change of:

Hourly Pay rate

New pay rate: \$\_\_\_\_\_

Job Title

New job title: \_\_\_\_\_

Status

Regular part-time

Regular full-time

Occasional

Temporary

End date \_\_\_\_\_  
(Required)

Avg. hours per week: \_\_\_\_\_

Other:

***To avoid processing delays, please make sure that all applicable sections are completed before signing.***

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

### Additional Information:

Please return this completed form along with the items listed on page 2.

## Instructions

Items you are responsible to obtain and return to us:

### PAY RATE INCREASE

**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. The action must include new pay rate.

**2. 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.

### JOB TITLE CHANGE

**1. Job Description**

The job description must be signed by both the employee and the supervisor and must be provided for both non-exempt and exempt employees. Guidelines and templates for creating job descriptions are available upon request.

## 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 pay <sup>1</sup> | 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         |

<sup>1</sup>CCC 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.**