



New Hire/Re-hire
Additional Position

Personnel Action Request Form

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

Funding Source:

Locally-Funded _____ Conference-Funded (Department) _____

Position type:

Regular (7 months or more) Part-time Full-time	<i>or</i>	Temporary (6 months or less) Part-time Full-time End date _____ <i>(Required)</i>	<i>or</i>	Occasional (call in only) <div style="border: 1px solid #0056b3; border-radius: 10px; background-color: #0056b3; color: white; padding: 5px; margin-top: 10px;"> Hourly pay rate: \$ _____ Avg. hours/week: _____ </div>
--	-----------	--	-----------	--

Questions:

- Does this person currently work for another SDA entity in our Conference? Yes¹ No
If yes, please specify location: _____

¹The entity (last organization that either employs or increases hours) triggering an employee's healthcare eligibility is fully liable to cover healthcare, unless a mutually agreed upon MOU between the two entities states otherwise. An employee is eligible for healthcare when he/she averages 30 or more combined hours during the employee's Measurement Period of the Affordable Healthcare Act.

- Does this person currently volunteer for a similar position at another SDA entity in our Conference? Yes No
If yes, please specify location: _____
- Does this employee receive any other tangible benefits (housing, transportation, meals, etc)? Yes No
If yes, please specify: _____

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:

1. **Employment Application** (*only for hire/re-hire*)
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 a new hire. The action must include position, pay rate, and number of hours to be worked per week.
3. **Signed Work Permit** (For Minors Only)
The permit must be signed by both the minor and the employer representative prior to submission.
4. **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.
5. **Sterling Volunteers** (<https://www.ncsrisk.org/adventist>)
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. This is vital.

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 ¹	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

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.**