



## Personnel Action Request Form

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

### End of Employment:

Resignation

Effective date: \_\_\_\_\_

Layoff

Date voted by the Board: \_\_\_\_\_

Effective date: \_\_\_\_\_

Retirement

Effective date: \_\_\_\_\_

Dismissal

Date voted by the Board: \_\_\_\_\_

Effective date: \_\_\_\_\_

End of Assignment (only for occasional employees)

Effective date: \_\_\_\_\_

***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:

### RESIGNATION

1. Resignation letter

### LAYOFF

1. **Church Board Minutes**

These are the board minutes stating the voted action for the reduction in force and reasoning (e.g. financial). Reasoning must be documented and reported to the HR Director for clearance.

### DISMISSAL

1. **Employee Performance Improvement Plan (CCC website)**

Before dismissing an employee a performance improvement plan has to be put in place. Time for improvement has to be given. The process must be documented and reported to the HR Director for clearance.

2. **Church Board Minutes**

These are the board minutes stating the voted action to dismiss an employee.

## 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.**