

**North American Division of the Seventh-day Adventist Church
Model Documents**

Prior to Use, Employment Legal Counsel Knowledgeable with the Laws of the Jurisdiction where the Facility is Located Must Review the Documents to Ensure Compliance with State Law and Local Ordinances

Index of Contents and Document Origination		Federal	State	NAD / Union	Conference
1.	Introductory Statement, Seventh-day Adventist Church Structure & Employment				X
2.	Employment Process (<i>sample checklist</i>)				X
3.	Request for Locally Funded Position Form				X
4.	Instructions for Completing Locally Funded Position Form				X
5.	Letter to Conference Facilities Regarding Adoption of Mandatory Procedure for Hiring of Locally Funded Employees				X
6.	Interview Questions & Statements to Avoid During Employment Selection Process			X	
7.	Applicant Screening and Hiring Guidelines				X
8.	Permitted and Prohibited Questions for Applicants				X
9.	Americans with Disabilities Act considerations in the Hiring Process				X
10.	Record Retention Requirements for Interview Notes and Hiring Documents				X
11.	Employee Classifications & Position Summaries			X	
12.	Employment Offer Letter and Wage Adjustment Letter (<i>Samples</i>)				X
13.	Employment Checklist of Required Forms (<i>Sample</i>)				X
	Employment Application/Personnel Record (<i>Sample</i>)		X		X
	Declaration of Adventist Membership, Adherence to Adventist Values & Acceptance of Policies (<i>Sample</i>)				X
	Employment Information Verification Form (<i>Sample</i>)				X
	W-4 for current year (<i>Sample</i>)	X			
	I-9 (<i>Sample</i>)	X			
	Direct Deposit Form (<i>Sample</i>)				X
	Benefit Plan Forms (<i>Retirement, Health Care, Life Insurance, AD&D, AFLAC; no samples provided</i>)				X
	Health Screening Report/TB Clearance (<i>Sample</i>)				X
	Qualifications Evaluation (<i>Sample</i>)				X
	DOJ, FBI and CACI Information (<i>Sample</i>)		X		X
	Criminal Record Statement and Privacy Statement (<i>Sample</i>)		X		X
	Mandatory Reporter Requirement Information and Form (<i>Sample</i>)		X		X
	Designation of Facility Responsibility (<i>Forms A, B&C; Samples</i>)		X		X

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	Conflict of Interest Statement & Form (<i>Sample</i>)				X
	Confidentiality Statement and Form (<i>Sample</i>)				X
	Photo Release Statement and Form (<i>Sample</i>)				X
	Work Schedule and Non-Exempt Employee Timesheet (<i>Sample</i>)		X		X
	Time Sheets(s) for Non-Exempt/Hourly Employees* (<i>Sample</i>)		X		X
14.	Exempt vs. Non Exempt Employment Status (<i>Checklist regarding Fair Labor Standards Act</i>)	X			X
15.	Wage Scale Recommendations for Teaching Staff and Auxiliary Staff			X	X
16.	Orientation Checklist (<i>Sample</i>)			X	X
17.	Job Descriptions (<i>Samples for Employee Category</i>)				X
18.	Job Evaluations (<i>Sample forms</i>)			X	X
19.	Volunteers and Interns (<i>Sample policy, information forms, Acknowledgement form and health screening/TB clearance</i>)			X	X
20.	Recommended Language for Genetic Information Nondiscrimination Act Disclaimer Statement for Medical Inquiries Regarding Employees				X
21.	Employment Records Retention Requirements Under Federal Law and Best Practices	X			X
22.	Proposed Employee Handbook on Conference, Employee and Facility Relations (<i>samples</i>)				
23.	Designation of Authorized Representative for Completing I-9 Form				X
24.	Locally Funded Employee Analysis Form (<i>current employees</i>)				X
25.	Determining Wages, Salaries & Benefits (<i>Market research booklet and forms</i>)			X	