

_____ CONFERENCE OF SEVENTH-DAY ADVENTISTS
REQUEST FOR LOCALLY FUNDED POSITION

FACILITY _____

LOCATION _____

Section 1: This section must be completed by the local facility requesting the locally funded position and submitted to the Conference's [CHOOSE ONE: Executive Secretary or Treasurer or Human Resources Director] for consideration. The job candidate may not begin work until approved by the Conference ADCOM or Board of Education or Operations Committee or Personnel Committee.

Position Information

Proposed Job Title: _____

Proposed Job Duties: _____

(use additional sheets if necessary or attach proposed job description)

- New Position
- Replacement for _____ Remuneration: _____
(former employee name)
- Restructured Position: _____
(explain changes to position – use additional sheets if necessary)

Proposed Remuneration: _____ Per Hour Monthly Salary

Proposed Hire Date: _____

Proposed FLSA Exemption Classification: Exempt Non-Exempt

Proposed Work Schedule:

- Full time (38 hours per week)
- High Hours Part Time (30 to 35 more hours per week)
Number of hours proposed _____
- Low Hours Part Time (19 to 25 hours per week)
Number of hours proposed _____
- Less Than Half-time (must be less than 19 hours per week)
Number of hours proposed _____

Other (explain): _____

Section 2: This section will be completed by the Conference [CHOOSE ONE: Executive Secretary or Treasurer or Human Resources Director] and returned to the requesting facility for review and funding commitment.

- Requested position has been approved as proposed, subject to the local facility's commitment to the cost of remuneration and benefits.

Will the employee be issued a locally funded educational employment agreement by the Conference? Yes No

Will the employee be issued an employment offer letter by the Conference? Yes No

- Requested position has been approved with these changes:

(use additional sheets if necessary)

- Requested position has been denied

(Conference Official)

Date: _____

Employment Benefits Eligibility

(This section will only be completed if the requested position is approved).

Classification/Position: _____

- Full-Time Part-Time Less Than Part-Time

Benefits (check all that apply) Employee Cost Per Month Facility Cost Per Month

Healthcare Assistance Plan \$ _____ \$ _____

Retirement \$ _____ \$ _____

 o Basic \$ _____ \$ _____

 o Voluntary \$ _____ \$ _____

 o Match \$ _____ \$ _____

<input type="checkbox"/> Basic Life	\$ _____	\$ _____
<input type="checkbox"/> Supplemental Life	\$ _____	\$ _____
<input type="checkbox"/> Vacation Accruals (amount _____)	\$ _____	\$ _____
<input type="checkbox"/> Tuition Assistance	\$ _____	\$ _____
Number of Eligible Children: _____		
<input type="checkbox"/> Workers' Compensation	\$ _____	\$ _____
<input type="checkbox"/> Sick Leave Accruals	\$ _____	\$ _____
<input type="checkbox"/> Termination Settlement	\$ _____	\$ _____
<input type="checkbox"/> Total for Other (describe each benefit in an attachment)	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____

Funding for Remuneration and Employment Benefits

(This section will only be completed if the requested position is approved).

The facility must provide the Conference with \$ _____ per month for remuneration and \$ _____ per month for the cost of the benefits for the position. The funds must be delivered to the Conference not later than _____ days in advance of each Conference payroll date.

TOTAL FUNDING REQUIRED EACH: (CHECK ONE) Pay Period, or Month:

\$ _____

Section 3: The following section must be completed by the local facility and returned to the Conference [CHOOSE ONE: Executive Secretary or Treasurer or Human Resource Services] if the requested position is approved.

I, _____, am an authorized representative of the _____ (“Facility”). The Board of the Facility has reviewed the position and funding information on the Request for Locally Funded Position form and agrees to submit to the _____ Conference the total amount of \$ _____ per month required to fund the position (*attach a copy of the Board action/resolution*).

The Facility will send the _____ Conference \$ _____ at least _____ days in advance of each Conference payroll date to cover the remuneration and benefit costs for the approved position.

If the Facility does not provide the necessary funding for the employee’s remuneration and benefits to the Conference in a timely manner, the Facility acknowledges that the Conference may, in its sole discretion, take any of the following actions: (i) place the employee on an unpaid administrative leave until sufficient funding is received by the Conference for the past due and current requirements; (ii) revise the terms of employment between the Conference and the employee; or (iii) cease the employee’s employment due to insufficient funding and terminate any employment agreement.

The Facility acknowledges that the proposed employee must:

- (i) be a member in regular standing of the Seventh-day Adventist Church,
- (ii) complete a Conference employment application and submit it to [CHOOSE ONE: the Executive Secretary or Treasurer or Human Resources Director],
- (iii) have the necessary qualifications for the position,
- (iv) submit written authorization for and successfully complete a criminal background check before he/she can commence work or receive remuneration and benefits, and
- (v) complete Section 1 of Form I-9 by his/her first day of work for pay. The employee may complete Section 1 of Form I-9 at any time between acceptance of a job offer and the first day of work for remuneration. The employee must also submit appropriate document(s) so the Facility may fully complete Section 2 of Form I-9 within three (3) business days of the employee’s first day of work for remuneration.

(The Conference employment application and authorization for criminal background check to be completed by the proposed employee are attached if the proposed position has been approved by the Conference.)

[Signature of Authorized Representative of Local Facility]

[Print Name]

Date