

## FACILITY INSTRUCTIONS

### COMPLETING THE REQUEST FOR LOCALLY FUNDED POSITION FORM

The purpose of the Request for Locally Funded Position (“Form”) is to assist churches, schools and other facilities (the “Facility”) of the \_\_\_\_\_ Conference to comply with the procedures adopted by the \_\_\_\_\_ Conference for requesting and obtaining a Conference employee whose remuneration and benefits will be funded by a local church, school or other facility of the Conference (a “Locally Funded Employee”).

The Form must be completed for ALL Locally Funded positions which a Facility desires to implement after \_\_\_\_\_, 201\_\_\_\_. This includes Facility employees who will be hired to fill new positions, or fill existing positions which have become vacant for whatever reason (e.g., retirement, resignations or reductions in force or restructuring).

#### **Section 1 (The Facility is responsible for completing Section 1 of the Form).**

- Proposed Job Title:
  - If the position already exists but has recently become vacant, complete the blank with the current job title.
  - If the position did not previously exist, provide a proposed job title. The proposed job title should relate to the job duties.
- Proposed Job Duties:
  - If the position already exists but has recently become vacant, complete the blank with the current job duties and attach a job description if one exists for the position. Include any new duties which will be assigned to the position.
  - If the position did not previously exist, complete the blank with a summary of the proposed job duties and attach a proposed job description if one has been created for the position.
- Check the appropriate box identifying the type of requested position (new, replacement or restructured position).
  - If the position was previously filled by another employee, provide the former employee’s name and remuneration at the time he/she ceased employment.
  - If the position is being restructured (for example, where two positions are being combined into one, or where the duties of a position are being significantly changed), provide information regarding the proposed restructuring.

- Proposed Remuneration:
  - If the employee will be paid on an hourly rate, check the appropriate box and provide the proposed hourly rate.
  - If the employee will be paid a fixed salary per month, check the appropriate box and provide the monthly salary.
  
- Proposed Hire Date:
  - Provide a proposed future date you desire an employee to begin working in the position. (**REMINDER:** The proposed employee cannot be offered the position or begin working until after the Conference has approved the position, conducted the criminal background check (if appropriate) and issued an employment letter or agreement to the individual).
  
- Proposed FLSA Classification:
  - If the position will be hourly, check the “Non-Exempt” box.
  - If the position will be salaried, check the “Exempt” box. (**REMINDER:** Generally, a “salaried exempt” employee must be paid a salary of at least \$455.00 for each work week.)
  
- If the employee will be working at least 38 hours per week, check the “Full-time” Box.
  - If the employee will be working at least 30 hours but not more than than 35 hours per week, check the “High Hours Part Time” box.
  - If the employee will be working at least 19 hours and not more than 25 hours per week, check the “Low Hours Part Time” box.
  - If the employee will be working less than 19 hours per week, check the “Less Than Half-time” box and provide the number of hours that the employee will work.
  - If the employee’s proposed work hours do not meet any of the above criteria, check the “Other” box and explain the Facility’s contemplated work schedule.
  
- After Section 1 has been completed, send the form to the Conference’s (**CHOOSE ONE:** Executive Secretary or Treasurer or Human Resources Director) for review.

**Section 2 (The Conference is responsible for completing Section 2 of the Form).**

- The Conference will review the Form and determine if the requested position will be approved as proposed, approved with changes or denied. This determination will be made within \_\_\_ days after the Conference’s receipt of the Form.

- **Approved As Proposed:**
  - If the Conference approves the position as proposed, it will check the “Requested position has been approved as proposed” box.
  - Confirmation that the position has been approved as proposed is subject to the Conference receiving the Facility’s commitment for its financial obligations (funding for remuneration and benefits).
  - The Conference will check the appropriate box specifying whether it will issue an educational employment agreement or an employment offer letter for the position.
  
- **Approved With Changes:**
  - If the Conference approves the position with changes, the Conference will check the “Requested position has been approved with these changes” box.
  - The Conference will specify necessary changes (e.g., change from exempt to non-exempt status for compliance with wage and hour laws, change to less than part-time, or change in remuneration rate).
  - The Conference will specify any additional requirements for the position.
  - If the changed position is not accepted by the Facility, the Conference will note the denial and no further action may be taken regarding the position. The Conference will retain the Form in its records.
  
- **Denied:**
  - If the Conference denies the request, it will check the “requested position has been denied” box.
  - The Conference will provide the Facility with an explanation for its denial of the position.
  - No further action may be taken regarding the position. The Conference will retain the Form in its records.

**Employment Benefits Eligibility**

- If the Conference approves the request (as proposed or with changes), the Conference will determine the benefits for which the position will be eligible under Conference policies and benefit plans based on the full or part-time and hourly or salaried exempt classifications for the position.
- The Conference will check the boxes to identify the applicable benefits for which the position will be eligible and the monthly benefits cost to the employee and the facility. Any benefits for which the position is ineligible will be marked “N/A”.

- The Conference will calculate the total monthly remuneration and benefits cost to the employee and the facility and insert those amounts on the Form.

### **Funding for Remuneration and Employment Benefits**

- If the Conference approves the request (as proposed or with changes), the Conference will complete the section titled “Funding for Remuneration and Benefits”.
- The Conference will calculate the monthly remuneration and place the dollar amount in the blank. If the employee is hourly, the amount will not include overtime. The Facility will also be responsible for funding any overtime work performed by a non-exempt employee.
- The Conference will calculate the cost of the benefits for which the position is eligible.
- The Conference will determine how far in advance it must receive payment from the Facility to cover the employee’s monthly remuneration and benefits and complete the blank.
- The Conference will calculate the total monthly funding required for remuneration and benefits and complete the appropriate blank.
- The Conference will return the Form with the completed Section 2 to the Facility for confirmation of the Facility’s ability and commitment for funding the position.

### **Section 3 (The Facility is responsible for completing Section 3 of the Form).**

- The Facility must obtain approval of its local board to proceed with the approved position.
- The local board must take an action approving the total monthly funding required for the position and committing to submit the funds to the Conference to cover the remuneration and benefits for the position.
- After the local board has approved the funding for the position, an authorized representative for the Facility must complete all the blanks in Section 3 of the Form. The information needed to complete Section 3 may be obtained from Section 2 of the Form.
- The authorized representative for the Facility must sign and date the Form.
- The Facility submits the completed signed Form to the Conference.
- After the Conference approves the position, it will send the Facility, (i) a Conference employment application and (ii) an authorization form for criminal record check (if required for the position) to the Facility with the Form.

- The Facility is responsible for (i) an applicant for the position completing and submitting the Conference employment application and signed criminal record check authorization (if required for the position) to the [**CHOOSE ONE:** Executive Secretary or Treasurer or Human Resources].
- The Conference will conduct a criminal background check on the applicant, if appropriate.
- A final action will be taken by the Conference [**CHOOSE ONE:** ADCOM or Board of Education or Operations Committee or Personnel Committee] approving the hiring of a specific applicant to fill the approved locally funded employee position.
- The Facility will be notified of the hiring action.
- The Conference will send an employment offer letter or educational employment agreement to the newly hired locally funded employee, which will confirm the conditions of employment and provide notice of the Facility's obligation and commitment to provide funding for the position.
- At this point, and not before, the locally funded employee can commence work for the Facility.