

[CONFERENCE LETTERHEAD]

Dear \_\_\_\_\_,

On \_\_\_\_\_, 20\_\_, the \_\_\_\_\_ Conference [**CONFIRM:** Administrative Committee **or** Executive Committee] voted to adopt the North American Division Guidelines for Locally Funded Employees. To assist Conference facilities with implementation of the Locally Funded Employee Guidelines, on \_\_\_\_\_, 201\_\_ [**CHOOSE ONE:** Conference ADCOM **or** Executive Committee] adopted a hiring procedure for locally funded employees.

Local churches, schools and other facilities of the Conference which desire to employ additional locally funded workers must submit a written request to the Conference [**CHOOSE ONE:** Executive Secretary **or** Treasurer **or** Human Resources] identifying (i) the position desired, (ii) the proposed job duties, (iii) the proposed classifications (i.e., full-time or part-time and salaried exempt or hourly non-exempt), and (iv) the proposed remuneration.

The Conference [**CHOOSE ONE:** Executive Secretary **or** Treasurer **or** Human Resources] will notify the local church, school or facility if the requested position is either (i) approved as proposed, or (ii) must be adjusted to comply with federal/state laws or Conference policies, or (iii) is denied. If the proposed position is denied, the Conference will provide an explanation to the local facility. The Conference [**CHOOSE ONE:** Executive Secretary **or** Treasurer **or** Human Resources] will also confirm the benefits eligibility of the position and the funding required from the local church, school or facility to cover the remuneration and benefit costs of the position.

Before moving forward with the proposed employee, the local facility must review and approve the required funding and submit a written commitment to the Conference that it will provide the necessary funding for the position. If the Conference approves hiring of the locally funded employee, the local church school or facility will be responsible for (i) confirming that he or she is a member in good standing of the Seventh-day Adventist Church; (ii) having the applicant complete and submit a Conference employment application to [**CHOOSE ONE:** the Executive Secretary **or** Treasurer **or** Human Resources]; and (iii) obtaining the proposed employee's authorization for a criminal record check (if required for the position) and returning the authorization from to the Conference. The Conference will conduct a criminal background check on the applicant, if appropriate. A final hiring decision will be made by the Conference [**CHOOSE ONE:** ADCOM **or** Board of Education **or** Operations Committee **or** Personnel Committee] \_\_\_\_\_ and the local facility will be notified of this action. At this point, and not before, the locally funded employee can commence work for the church, school or facility.

If churches, schools or other Conference facilities have any questions regarding this procedure, please contact \_\_\_\_\_, the Conference \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
(name)

\_\_\_\_\_  
(title)