



# SEVENTH-DAY ADVENTIST CHURCH

## Mountain View Conference Locally Funded Employee Recommendation and Agreement Form

We, the \_\_\_\_\_ (church, school, other) have voted and approved on

\_\_\_\_\_ (date) a recommendation for the Mountain View Conference to hire

\_\_\_\_\_ (full name) for the position of \_\_\_\_\_.

We desire for the employee to start work on this date: \_\_\_\_\_

Recommendation is for the employee to be:  Full time (38 hours or more/wk),  High Hours Part time (30 to 37 hours week ),  Low Hours part time (19 to 25 hours per week),  Less than Half Time (Less than 20 hours weekly)

Classification of employee is to be:  Exempt – At least \$455 per week in salary plus other criteria.  
 Non-Exempt – less than \$455 per week in salary.

Is this position viewed as temporary?  Yes  No

Have three references been contacted?  Yes  No

Job description for employee (be specific, send attachment if necessary):

---

---

---

1. Remuneration (choose):

- a. The Board has voted to recommend a pay rate of \_\_\_\_\_ dollars per hour (at least \$8.00 per H for 2015 and \$8.75 starting January 2016) with \_\_\_\_\_ maximum authorized hours per week.
- b. The Board has voted to recommend a salary of \_\_\_\_\_ dollars every week. (Can only be used for exempt employees earning at least \$455 salary per week. Anything less than that must use an hourly rate. This option *can* be used for less than \$455 per week *if* the employee is an exempt employee in another capacity for the Conference.)

- 2. The local entity listed above hereby agrees to reimburse the Mountain View Conference, the gross wages, employer's portion of Social Security and Medicare tax (7.65%), Retirement (Up to 8%), and workers compensation cost for the Employee listed above at the rate specified in #1 above, as well as all benefits the employee would be eligible for under Mountain View Conference policy. Retirement is a benefit for half time or more employees following a 90 day probationary period. Health care is a benefit for full-time and high hours part-time and while subject to change will be billed at \$950 per month in 2015.
- 3. The Mountain View Conference will, once conference approval is obtained, hire the individual and bill the local entity for the cost of the items in #2. Prepayment is not necessary in most cases.
- 4. The Mountain View Conference pays employees every two weeks and requires from non-exempt employees, a payroll report form listing all hours worked for each payroll period.
- 5. Each local entity MUST inform the Mountain View Conference in writing and with a follow up phone call if and when the Employee ceases work or if the remuneration amount is recommended to be changed.
- 6. Any recommended change regarding employment requires a change form be submitted.
- 7. This is not an employment contract but only a recommendation to hire and funding agreement.
- 8. Employees are at-will employees and can be terminated by the Mountain View Conference without approval of any local entity.

We the undersigned agree to the above terms.

\_\_\_\_\_ Board Chair \_\_\_\_\_ Date

\_\_\_\_\_ Local Treasurer \_\_\_\_\_ Date