



CHANGE FORM

Mountain View Conference Locally Funded Employee Change Request Form

We, the _____ (church, school, other) have voted and approved on _____ (date) a recommendation for payroll changes to _____

(full name) who is currently employed by the Mountain View Conference.

Indicate items to change: Rate of Pay Position Job Description Termination Classification

We desire for the change to start effective this date: _____

Recommendation is for the employee to be: full time (38+ hours week) High Hours Part Time (30 - 35 hours week) Low Hours Part Time (19 - 25 hours week) less than half time (below 19 hours week)

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.

Position (i.e. custodian, teacher assistant): _____

If applicable, is new position considered temporary? 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 \$8.75 per H) 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 effective 1/1/2013. Health care is a benefit for full-time or for high hours part time and the billed cost while subject to change is \$950 per month as of May 2014.
3. The Mountain View Conference will, once conference approval is obtained for changes, bill the local entity for the cost of the items in #2.
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 changes.
6. Any recommended change regarding employment requires this form be completed and submitted.
7. This is not an employment contract but only a change recommendation 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