

Human Resources

Selected Topics

Treasurers' Training

Southern California Conference

October 4 & 11, 2020

HUMAN RESOURCES

Selected Topics

- **Hiring**
 - All employees are Conference employees
 - Employee or Independent Contractor
 - Hiring non-Adventist employee
 - Paying a new employee
 - Paperwork (EAF)
 - Community wage rates
 - Cost of employee benefits by category
- **Leaves**
 - Any leave must be reported
 - FMLA
- **Training**
 - Sexual harassment prevention
- **Separation**
 - Must inform HR
 - Retirement



Church Employees

EVERY employee hired by our churches is a Conference employee and must be paid through the Conference Payroll.

IMPORTANT: Hourly employees **MUST** not work more hours than they were hired to perform.

Independent Contractor or Employee



All workers are assumed to be employees unless they pass California ABC test to be independent contractors

All independent contractors must sign a service agreement with the church.

ABC Test

- A if worker is free from the control and direction of the hirer in performing the work;
and
- B the worker performs work that is outside the usual course of the hiring entity's business;
and
- C the worker is customarily engaged in an independently established occupation as the work performed for the hiring entity.

NEW

ABC

Independent Contractor Test

Employee
 Independent Contractor

STONE | DEAN LLP
ATTORNEYS AT LAW

By Robyn McKibbin, Esq.



Hiring Non-Adventists

-
- Job must be posted for at least 2 months.
Update **job description** for posting
 - Hiring non-Adventists must be **approved** by the conference.
 - **Proof** of job posting (SCC website, newsletter, churches, schools)



Paying a NEW Employee

- ▶ Before a new employee can start working, ALL new employee paperwork and background check must be completed and submitted to the HR office.
- ▶ A background check and employment verification must be run for work eligibility.
- ▶ New Employee paperwork is available on the SCC website at <https://scc.adventist.org>

Minimum Wage Rates

(Los Angeles City/County)

Effective	7/1/2020	7/1/2021	1/1/2022
Regular hourly rate	\$14.25	\$14.25	\$15.00
Overtime hourly rate	\$21.38	\$21.38	\$22.50
Double time (after 12 hrs/day)	\$28.50	\$28.50	\$30.00

Wage Scales for Churches and Schools

Southern California Conference
Community Wage Scale
July 1, 2020-June 30, 2021

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Switchboard /Receptionist I	\$14.25	\$14.68	\$15.12	\$16.01	\$16.87	\$17.75
Switchboard/Receptionist II	\$16.96	\$17.47	\$17.99	\$18.91	\$19.78	\$20.67
Secretary I	\$14.25	\$14.68	\$15.12	\$16.01	\$16.89	\$17.78
Secretary II	\$17.67	\$18.73	\$20.13	\$21.60	\$23.09	\$24.57
Admin Secretary	\$17.97	\$19.32	\$20.77	\$22.22	\$23.64	\$25.16
Bookkeeper I	\$15.00	\$15.45	\$16.15	\$17.06	\$17.98	\$18.89
Bookkeeper II	\$18.45	\$19.28	\$20.44	\$21.58	\$22.75	\$23.92
Treasurer I	\$22.50	\$23.18	\$23.88	\$24.60	\$25.24	\$25.90
Treasurer II	\$23.77	\$24.58	\$25.42	\$26.26	\$27.11	\$27.92
Groundskeeper I	\$14.25	\$14.68	\$15.12	\$15.98	\$16.84	\$17.70
Groundskeeper II	\$16.82	\$17.49	\$18.54	\$19.65	\$20.78	\$21.91
Custodian I	\$14.25	\$14.68	\$15.12	\$15.57	\$16.33	\$17.08
Custodian II	\$16.67	\$17.17	\$18.03	\$19.02	\$20.01	\$21.00
Maintenance I	\$16.70	\$17.28	\$17.88	\$18.49	\$19.08	\$19.67
Maintenance II	\$18.82	\$20.00	\$21.18	\$22.37	\$23.53	\$24.73
Ministry Director I	\$14.60	\$15.44	\$16.32	\$17.20	\$18.09	\$18.98
Ministry Director II	\$17.23	\$18.06	\$18.89	\$19.72	\$20.55	\$21.37
Audio/Visual Technician I	\$17.40	\$19.14	\$21.07	\$23.00	\$24.93	\$26.84
Audio/Visual Technician II	\$22.79	\$24.28	\$25.77	\$27.26	\$28.75	\$30.26
Teacher Aid I	\$14.25	\$14.68	\$15.12	\$15.72	\$16.27	\$16.92
Teacher Aid II	\$16.67	\$17.17	\$18.03	\$18.91	\$19.80	\$20.70
Security Guard I	\$14.25	\$15.53	\$17.08	\$18.79	\$20.48	\$22.17
Security Guard II	\$15.96	\$17.40	\$19.14	\$21.05	\$22.94	\$24.86

Employment Benefits

All Employees are eligible for mandatory benefits:

Workers compensation, Los Angeles paid sick leave

Employees who work 20 hours to 28 hours/week:

Retirement contributions

Extended Sick Leave

Vacation Accrual

Paid holidays

Employees who work 30 hours to 36 hours/week:

All of the above

Healthcare Benefits

Voluntary Group Insurances

Long-term Disability

Employees who work 38 hours to 40 hours/week:

All of the above

Basic Life Insurance



Benefits we do NOT have



NO

- Unemployment Insurance
- State Disability Insurance
- COBRA Insurance

Mandatory Training

- Sexual harassment prevention training is mandatory for every employee.
- Employment beyond 12/31/2020 will be dependent on completing this training before the deadline of the training period.



Leaves

All leaves MUST be reported to Human Resources office:



- Sick day
- Vacation
- Bereavement
- Jury Duty
- Disability
- FMLA

Family Medical Leave Act

What is Considered
FMLA Serious
Health Condition



What FMLA is

- Unpaid leave
- Qualified medical condition*
- Job protection for up to 12 weeks**

What FMLA is NOT

- Paid leave unless you have accrued leave
- Routine illnesses

Payment during FMLA

BENEFITS-ELIGIBLE EMPLOYEES

Non-Exempt (Hourly)	Exempt (Salaried)
a. Short-term sick leave	a. Short-term sick leave
b. Extended sick leave	b. Vacation leave
c. Vacation leave	c. Salaried continuation
d. Unpaid leave	d. Unpaid leave after 12 weeks
e. Disability pay (after 12 weeks)	e. Disability pay

Separations

All PROPOSED separations (RIF, dismissals) must be reported to HR before any action can be taken.

- Resignations
- Death
- **Retirements**
- RIF (Reduction in Force; require legal review)
- Dismissal (for cause; require legal review)

Retirement



Retirement applications take 4 – 6 months to process.
Plan ahead.

- Defined Benefit
(Old “pension” plan – Pre-2000)
- Defined Contribution
(Current plan – Post-2000)
- Empower Retirement

Open Enrollment

- Every employee who works 30 hours/week **MUST** enroll online at PlanSource.
- Open Enrollment will be in November.
Those who enroll in the first week in November will be entered for a drawing for gifts.
- If the eligible employee is not enrolled after the deadline, their employment will be terminated on December 31, 2020.



Questions?

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For

Your Service

to

Southern California Conference

Risk Management

- Case report & investigation
 - Sexual harassment
 - Child and minor abuse
- Others – Risk Management office

PROTECTION OF MINORS

- Follow guidelines for protection of minors
- LA County mandated reporter
<http://dcfs.lacounty.gov/contactus/childabuse.html>
- Background check and education for volunteers
- Child Safety seminar –Cory Jensen

