

NEW FORMS FOR THE EMPLOYMENT PROCESS

Effective August 1, 2016

The New Jersey Conference is trying to improve the employment process in order to comply with governmental and organizational policies. We have tried to do this process as simple as possible for you, the user. However, if you have any suggestions for improvement you are encouraged to contact our office.

All forms available at newjerseyconference.org and are fillable.

New position/Budget

Step 1A – Principal/Pastor/Departmental Director completes the form **New Position (Budget) Request**.

– Submit copy of School or Church Board minutes with the vote.

Step 1B – If you have a candidate for the position, ask him/her to complete the **Employment Application** and submit it at the same time you submit the **New Position (Budget) Request**.

Step 2 – Request is taken to ADCOM for approval and you are notified.

Step 3 – Prospective employee comes to the conference office to complete employment documents. S/he can start working the same day s/he completes employment documents but not before. The candidate may be paid for the day s/he comes to the office to fill out the employment documents.

Replacing an existing employee

Step 1A – Principal/Pastor/Departmental Director completes the form **Employee Replacement Request**.

Step 1B - If you have a candidate for the position, ask him/her to complete the **Employment Application** and submit it at the same time you submit the **Employee Replacement Request**.

Step 2 – Request is taken to ADCOM for approval and you are notified.

– Submit copy of School or Church Board minutes with explanation of change of employee/letter of resignation.

Step 3 – Prospective employee comes to the conference office to complete employment documents. S/he can start working the same day s/he completes employment documents but not before. The candidate may be paid for the day s/he comes to the office to fill out the employment documents.

Changes in existing employee pay and employment status

Step 1A – Principal/Pastor/Departmental Director completes the form **Payroll Changes Request Form**.

– Submit copy of School or Church Board minutes with the vote.

Step 3 – Request is taken to ADCOM for approval and you are notified.

*****Note that all changes are effective only after ADCOM and Executive Committee approval*****

Different scenarios and the form/s that must be used

Scenario	Must use this form
Need to add new position in my school/church/department	New Position (Budget) Request Employment Application (if you have a candidate)
I need to replace an employee that is: <ul style="list-style-type: none"> • Retiring • Voluntarily leaving the position • Transferring to another position within the conference • Leaving the conference • Being terminated 	Employee Replacement Request Employment Application (if you have a candidate)
I believe my employee deserve an increase/decrease in pay	Payroll Changes Request
My temporary employee is becoming a part-time/full-time employee	Payroll Changes Request
My full-time employee is becoming a part-time employee	Payroll Changes Request
An employee's pay is going to be split among one or more departments or vice versa	Payroll Changes Request
Other changes having to do with payroll	Payroll Changes Request