



HIRING LOCALLY FUNDED EMPLOYEES BY YASMIN THEN, MBA, SHRM-SCP



EMPLOYEE LIFECYCLE PROCESS

- Job Description/Calculate cost of Position -CH
- Board Approval (funding)-CH
 - Bible Worker –CH/ADCOM APPROVAL
- Complete Request to Hire -CH
- Post Position -HR
- Interview select candidate - CH
- Pre-board and Onboard – CH/HR
- I-9 – CH/HR
- Benefits – RM/HR
- Termination – CH/HR
- Exit – HR



LOCALLY FUNDED EMPLOYEES

- LHT – work up to 18 hours / week no benefits
- LHPT – 19-25 hrs / wk (Partial benefits: vacation, STS, Retirement (403b) Retirement Allowance (RA)
- HPT – 30 hours / wk (same as LHPT plus Health care benefits)
- RFT – 38 hours / wk (Vacation, STS, LTD, Retirement (403b), RA, Termination Settlement (2yrs))



Human Resources - Contact Information

Yasmin Then – Director

Employee Relations/Talent Development/Succession
Planning/Performance Reviews/Talent Acquisition/Talent
Retention Engagement/Compliance/Immigration
yasmin.then@floridaconference.com

Renee Whittaker - Associate Director

HR Operations/Pre-Boarding/Onboarding/Leave Of
Absence/Job Descriptions/Compliance/Training and
Development/Engagement
renee.whittaker@floridaconference.com



Human Resources - Contact Information

Stephanie Heron – Administrative Assistant
Verification of Employment/Vacation/Performance
Review/Liason for the Department

stephanie.heron@floridaconference.com

Linda Hunter – HR Generalist
Relocation for all Eligible Employees/Onboarding and
offboarding Chaplains and Teachers

Dependent Tuition Reimbursement/Expense reimbursements
(for Chaplains only, Pastors are handled by Pastoral
Ministries)

linda.hunter@floridaconference.com



Human Resources - Contact Information

Melida Gaviria – Sr. HR Specialist

Onboarding and offboarding Pastors/Locally
Funded/Remote/Substitute Teachers

melida.gaviria@floridaconference.com

Loammi Mercado - Talent Acquisition

Pre-boarding (posting job requisitions, job offer letters,
Background and Reference Checks)

loammi.mercado@floridaconference.com

Emilet Poloche – HR Assistant

Leave of Absence/Employee Records preservation

emilet.poloche@floridaconference.com



Retirement Benefits

- Retirement Plan: Defined Contribution Plan
 - Defined contribution – 403b
 - 5% basic contribution
 - Optional employee contribution 3%
 - Employer match 3%
- Defined benefits (pre-2000 employment) – Vesting 10 yrs

Example:

Wages = \$50,000

Conference contributes 5% = \$ 2,500

Employee contributes 3% = \$ 1,500

Conference matches 3% = \$ 1,500

Total to retirement = \$5,500



"For I know the plans I have for you," declares the LORD, "plans to prosper you and not to harm you, plans to give you hope and a future."
~Jeremiah 29:11

