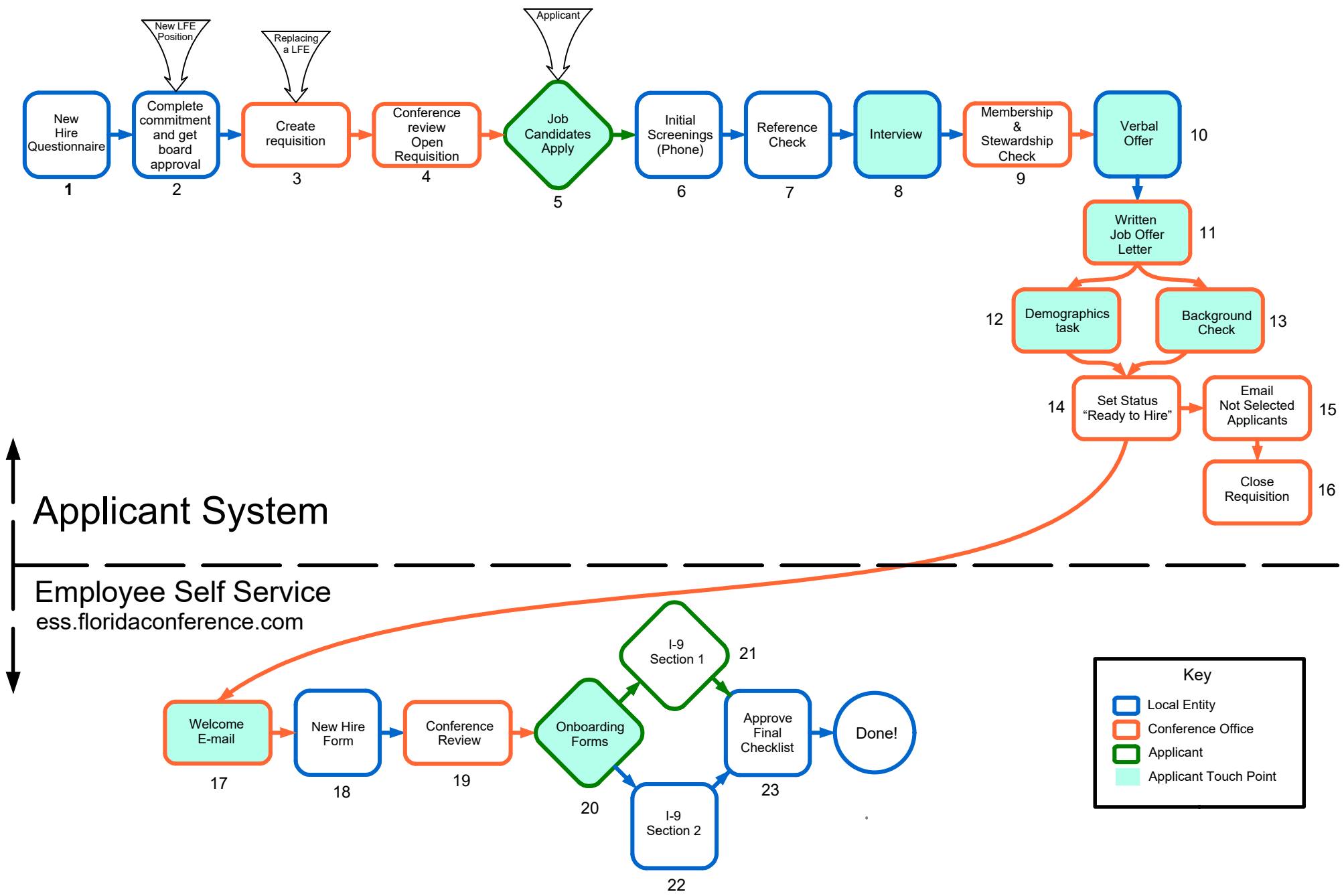
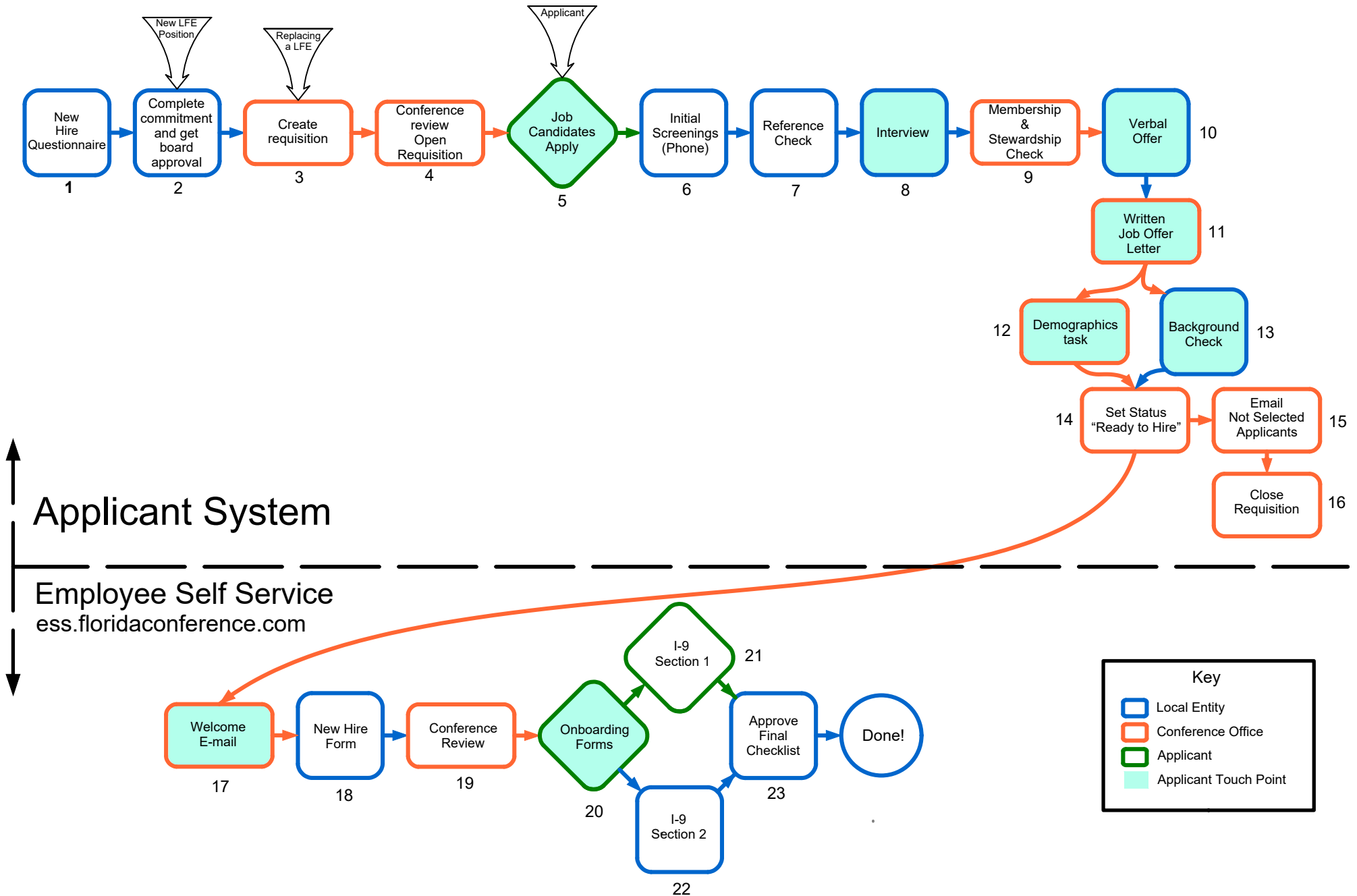


Locally Funded Church - Hiring Process



Locally Funded **School** - Hiring Process



Employee with Multiple Jobs

If your Employee has more than one Job Title at your locations or multiple locations, the hour classification (LHT, LPT, HPT, RFT, ONC or ONC Sub Teacher); will be the combination (add up) of hours from all jobs. Please be aware this total number of hours may trigger eligibility for benefits or overtime.

Employee Jobs	Employee job Title: Status	Hours schedule per week	
Primary Job Secondary Job 1 - Secondary Job 2 - Secondary Job 3	Less Half Time - LHT (0-18 hours per week)		
	Low Hours Part Time - PT (19-25 hours per week)		
	High Hours Part Time - HPT (30-35 hours per week)		
	Regular Full Time - RFT (38 hours per week)		
	ONC: Floater on Call		
	ONC: Sub Teacher Breakdown	0.25 = 2 Hours	
		0.50 = 4 Hours	
		0.75 = 6 Hours	
		1 = 8 Hours	
	TOTAL		