

# Human Resources

## *Hiring Process*

# Locally Funded Church – Hiring Process

## *Steps to Initiate the Preboarding*

The church is interested in hiring someone:

1. Email the request to HR at [hrhire1@floridaconference.com](mailto:hrhire1@floridaconference.com) (two weeks in advance).
2. The entity will receive the [New Hire Questionnaire](#) to complete it.
  1. If the position is new, a [Commitment Cost Calculator](#) and [Church Board Minutes](#) will need to be submitted.
  2. If the position is a replacement, only a [New Hire Questionnaire](#) will be required.
3. HR will open the position.
4. Applicants apply.
5. The church confirms the selected candidate.
6. HR starts the membership and stewardship verification.
7. The offer letter is sent. Once the applicant accepts the offer and completes the background check request and EEO, the candidate's status can be updated to Ready to Hire.

# Locally Funded Church – Hiring Process

## Steps to Initiate the Onboarding

1. Once the status of the applicant is Ready to Hire, HR will process the [New Hire Form](#).
2. The applicant will receive a “Welcome” email with instructions on how to create their ESS account and complete the designated forms.
3. The I9 documents will need to be verified **before** the start date provided in the offer letter.

**LISTS OF ACCEPTABLE DOCUMENTS**  
**All documents must be UNEXPIRED**  
 Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	7. U.S. Coast Guard Merchant Mariner Card	7. Employment authorization document issued by the Department of Homeland Security		
	8. Native American tribal document			
	9. Driver's license issued by a Canadian government authority			
	<b>For persons under age 18 who are unable to present a document listed above:</b>			
	10. School record or report card			
	11. Clinic, doctor, or hospital record			
	12. Day-care or nursery school record			
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

# Benefits Eligibility

FLORIDA CONFERENCE OF SDA  
BENEFITS ELIGIBILITY FOR LOCALLY FUNDED EMPLOYEES:

<b>Benefit</b>	<b>Salaried</b>		<b>Hourly</b>					<b>Cost Per Month</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>HPT 30-35</b>	<b>LPT 19-25</b>	<b>LHT Less 19</b>	<b>ONC</b>	<b>Emp</b>	<b>Org</b>
<b><u>Payroll</u></b>									
FICA	Yes	Yes	Yes	Yes	Yes	Yes	Yes	6.20%	6.20%
Medicare	Yes	Yes	Yes	Yes	Yes	Yes	Yes	1.45%	1.45%
Health Care	Yes	Yes <sup>1</sup>	Yes	Yes	No	No	No	<sup>2</sup>	\$1,340.00
Workers Compensation	Yes	Yes	Yes	Yes	Yes	Yes	Yes		<sup>8</sup>
<b><u>Retirement</u></b>									
Voluntary Contribution	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
<b><u>Retirement</u></b>									
Basic	Yes	Yes <sup>3</sup>	Yes	Yes	Yes	No	No		5% sal
Employer Match	Yes	Yes <sup>3</sup>	Yes	Yes	Yes	No	No	<sup>4</sup>	Up to 3%
Retirement Allowance	Yes	Yes <sup>3</sup>	Yes	Yes	Yes	No	No		<sup>5</sup>
<b><u>Life Insurance</u></b>									
Employer Basic Life	Yes	No	Yes	No	No	No	No		<sup>6</sup>
Supplemental Life	Yes	Yes	Yes	Yes	Yes	No	No	<sup>7</sup>	
Dependent Tuition Assistance	Yes	No	No	No	No	No	No		Varies
Long Term Disability	Yes	No	Yes	No	No	No	No		<sup>6</sup>
Sick Leave	No	No	Yes	Yes	Yes	No	No		Varies
Termination Settlement	Yes	No	Yes	No	No	No	No		Per Policy
Vacation	Yes	Yes	Yes	Yes	Yes	No	No		Varies

<sup>1</sup> Eligible only if employee is assigned and works a regular schedule of 30 or more hours per week.

<sup>2</sup> Contribution varies by single or family coverage. No portion of employer cost may be charged to employee.

<sup>3</sup> Eligible only if employee is classified and works a regular schedule of 19 or more hours per week.

<sup>4</sup> Employee selects amount, but must contribute a minimum of 3% of remuneration to receive maximum match.

<sup>5</sup> Cost depends on employee's number of years of denominational service credit.

<sup>6</sup> Included with Health Care cost.

<sup>7</sup> Supplemental Life Insurance premium varies by age and benefit amount selected.

<sup>8</sup> Office, teachers & aides - 1.8% of gross remuneration; maintenance related - 9% of gross remuneration.

# *Employees with Multiple Jobs*

## 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.

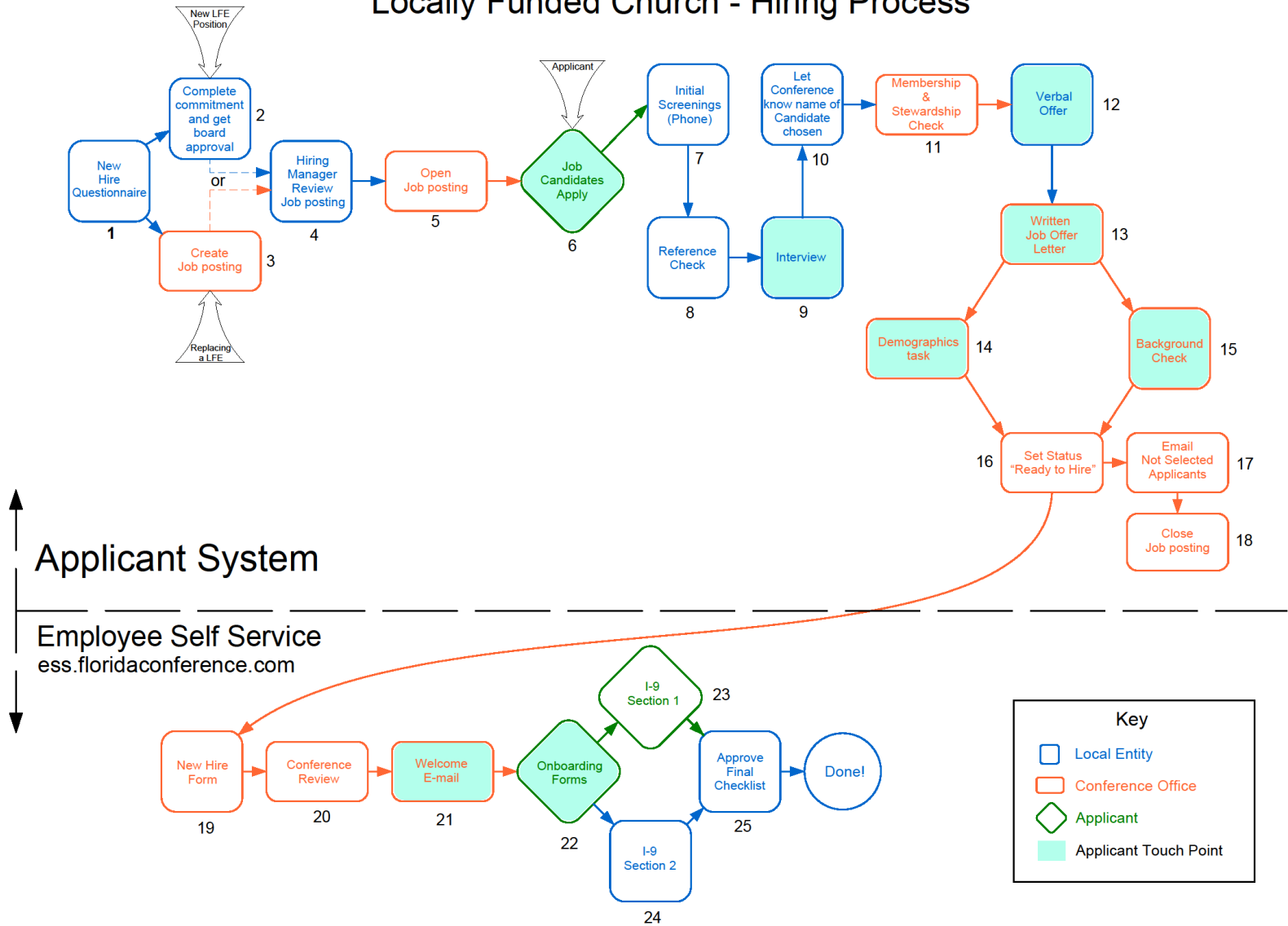
Employee Jobs	Employee job Title: Status	Hours schedule per week	
<b>Primary Job</b> Secondary Job 1 - Secondary Job 2 - Secondary Job 3	Less Half Time - LHT ( 0-18 hours per week)		
	Low Hours Part Time - PT (19-25 hours per week)		
	High Hours Part Time - HPT (30-35 hours per week)		
	Regular Full 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	
	<b>TOTAL</b>		<input type="text"/>

# Locally Funded Church – Hiring Process

## *Bible Workers*

- Church Board action.
- Commitment to fund the position.
- Complete the request to hire ([New Hire Questionnaire](#)) and submit the [Employment Cost Calculator](#).
- Seek Ministerial subsidy form evangelism funds (this is not guaranteed, and most of the time, is a shared cost).
- Send resume to Ministerial and job description to Loammi at [hrhire1@floridaconference.com](mailto:hrhire1@floridaconference.com)
- Ministerial submits request to ADCOM for approval.
- HR creates the job requisition.
- HR assists with the hiring process and guidance will be provided when we reach this step.

# Locally Funded Church - Hiring Process



**We are here to help! Please  
always feel free to contact our  
HR department for any support.**

# Thank you

Human Resources Department

407.644.5000 ext. 2313 / 2315

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