



SEVENTH-DAY
ADVENTIST®
CHURCH

**Central California
Conference**

Office of the Executive Secretary

Memorandum

TO: Pastors
Bible Workers
Church Treasurers

FROM: Ron Rasmussen, Executive Secretary

DATE: June 18, 2013

RE: Understanding Payroll & Benefits for Bible Workers

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Please pay special attention to the following information pertaining to Bible Workers employed by the Central California Conference (and funded in part or totally by the local congregation), effective July 1, 2013:

SALARIED OR HOURLY: All employed Bible Workers are **hourly** (or “non-exempt”) employees. They must be paid for all hours worked. There is no “stipend.” Work does not include commuting to and from the church, but does include travel to and from giving Bible studies.

Hourly rate: Bible Workers must be paid at least minimum wage. For those churches in San Francisco, that is \$10.55 per hour. For those churches in San Jose, that is \$10 per hour. For all other churches in our Conference, minimum wage is \$8.00 per hour. Our Evangelism Department and our Human Resources Department will calculate the appropriate hourly rate. All we need to know from you is either: (a) How much net income do you want your Bible Worker to receive each month, or (b) What is the maximum amount that your church is planning to pay each month. The calculation will be made on only regular hours. Sandra Manro will calculate the hourly rate for those Bible Workers who are working and are subsidized. Linda Barron will calculate the hourly rate for those Bible Workers who are working and are not subsidized. Sandra’s and Linda’s contact information is found at the end of this memorandum.

Overtime rate: Overtime applies to: (1) any time worked more than 8 hours per day, (2) any time worked more than 40 hours per week, and (3) any time worked on the seventh day of the work week when working seven consecutive days in the week. Please be mindful that there are two overtime rates: Time and a half, and Double-time. You must comply with the labor laws for the appropriate rate.

Reporting of Time Worked: For your convenience, I am attaching a bi-weekly time sheet with important legal wording. If you have another accepted way of reporting time, that is fine. However, each time card or time sheet must include the dates and hours worked (both regular and overtime hours), the signatures of the employee and the supervisor, and the legal clause that is found on the attached bi-weekly time sheet.

REGULAR OR TEMPORARY EMPLOYEE: How long is the Bible Worker expected to be employed at your location?

Regular Employee: If it is for more than 12 months, then the Bible Worker is to be considered as a “regular” employee. If the Bible worker has been employed by CCC at a different church during the current or previous year, then the Bible Worker is a “regular” employee (once he/she reaches a total CCC employment of more than 12 months).

Temporary Employee: If this is the first time that the Bible Worker is employed by CCC and the employment is for 12 months or less, or if the Bible Worker has had a significant break in service since the last such employment by CCC and is now expected to be employed for 12 months or less, then the Bible Worker is to be considered as a temporary employee.

HEALTH CARE: All regular employees (those who are or working or are expected to work more than 12 months) who are currently expected to work at least 38 hours per week are eligible to receive health care. Beginning January 1, 2014, the threshold moves to more than 30 hours per week. Keep in mind that the first factor is that the employee must be a regular employee. The second factor is the expected hours worked per week.

Please note: Bible Workers who are temporary employees may work 30 hours or more per week, and they still will not be eligible for health care. However, in order for Bible workers who are regular employees to not qualify for health care, they must work no more than 25 hours per week.

LOCAL CHURCH FINANCIAL RESPONSIBILITIES FOR BIBLE WORKERS:

The local church will be responsible for paying the following:

For All Bible Workers

- Employee wages (less any subsidy that may be credited to the church account from the Camp Meeting Evangelism Offering Fund)
- All payroll related taxes
- Worker’s Compensation Insurance
- Travel (excluding commuting to the church) – Mileage at 39¢ per mile.
- Housing, in some cases. (The Bible Worker will need to consider that the housing benefit is a taxable benefit.)
- Payroll servicing fee

For Regular Employed Bible Workers

- Vacation (according to policy)
- Holiday (according to policy)
- Sick Leave (according to policy)
- Retirement – Employer Matching (if the employee has a voluntary deduction). The employee must be at least twenty years of age.

Please take notice that these benefits are not available to temporary employed Bible Workers.

For Regular Employed Bible Workers, Working at least 38 hours per week

- Basic Life Insurance
- Long-Term Disability Insurance
- Retirement – Employer Basic. The employee must be at least twenty years of age.
- Health Care (from July 1, 2013 – December 31, 2013)

The monthly premium is \$450 per unit. The employee is one unit. If the employee's spouse has no health insurance, then the spouse qualifies as a unit. If the employee's child or children do not have health insurance provided by the employee's spouse, then that would be an additional unit for the total number of children.

A one-time Health Care insurance reserve of \$174 per employee is due by July 1, 2013. A one-time Health Care insurance deposit of \$700 per employee is due by December 31, 2013. Payments can be made in installments from July 1 through December 31, 2013.

Beginning January 1, 2014 - For Regular Employed Bible Workers, Working at least 30 hours per week

- Health Care

The monthly premium is \$450 per unit. The employee is one unit. If the employee's spouse has no health insurance, then the spouse qualifies as a unit. If the employee's child or children do not have health insurance provided by the employee's spouse, then that would be an additional unit for the total number of children.

Beginning January 1, 2014, for employees coming onto the Health Care Assistance Plan for the first time in our Conference, a one-time Health Care insurance reserve of \$174 per employee is due by January 1, 2014 or by the effective date of employment, whichever is later. The amount of the reserve may change from time to time.

Beginning January 1, 2014, for employees coming onto the Health Care Assistance Plan for the first time in our Conference, a one-time Health Care insurance deposit of \$700 per employee is due by June 30, 2014 or by six months from the effective date of employment, whichever is later. Payments can be made in installments. The amount of the deposit may change from time to time.

If you have further questions, please contact the following:

1. For Churches with Bible Workers that are subsidized: Sandra Manro (our Evangelism Department Administrative Assistant) at 559-347-3165, or email at smanro@cccsda.org
2. For Churches with Bible Workers that are not subsidized: Linda Barron (our Associate Director for Human Resources) at 559-347-3042, or email at lbarron@cccsda.org