

Human Resources 101

Central California Conference

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Human Resources 101

Definitions

- **Volunteers** perform services freely and without coercion for a civic, humanitarian or charitable purpose (public agency or nonprofit organization). Volunteers cannot have any intention of gain or benefit (directly or indirectly).
- Various labor laws **do** apply to volunteers, such as Worker's Compensation.

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Employment Process

- Create a Job Description
- Determine Job Classification
 - Non-Exempt (Time Sheets)(Comp Time)(Work Breaks)
 - Exempt (Executive; Administrative; Professional)
 - Independent Contractor
- Call for Applications (Use Application Form)
- Reference
- Test / Demonstrate
- Interview
- Background Check
- Select Candidate (Subject to CCC)
- Notify Candidates (Successful and Unsuccessful)
 - Never Provide Reasons
- Process Legal Paperwork

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Employment Interview

- (EEOC) it's illegal to base hiring decisions on:
 - Race
 - Color
 - Religion (excluding religious organizations)
 - Sex (including pregnancy)
 - National origin
 - Disability (must make accommodations)
 - Age (40 and over)
 - Genetic information
- Falsification of resume – Last chance to fix

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Hiring

- I-9 (within 3 days; never backdate; separate files; retain while working + 1 year or 3 years from 1st day of work, whichever is longer)
- W-4
- Employee Information Form
- Policy Book
- Volunteering Beyond Job
- Orientation
- Inform of ineligibility for Either State Unemployment or State Disability Insurance

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Funding

- CCC will bill you on a semi-monthly bases
- Employment Cost:
 - Remuneration
 - Social Security (FICA) – 7.65% of Gross Wages
 - Workers' Compensation – % Varies by Position
 - Retirement – 5% and / or Possible 3% Match (Eligibility)
 - Basic Life Insurance – Only Full-Time Employees
 - Retirement Allowance – Prorated (Years of Service)(Max. 40yrs = 5 Month's Basis Pay)
 - Long-Term Disability – Only Full-Time Employees
 - Health Care – Only Full-Time Employees (Currently \$450)
 - Vacation, Paid Holidays, Sick Leave (NAD & CCC Policy)

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Record Keeping

- Retention of Documents (Check Handout)
- Law Suit Document Retention (Including Electronic)
- Employment Posters

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Termination

- Speak to CCC H.R. First
- CCC's Legal Council Must Sign Off
- Timing
 - Protected Activity
 - Medical / Worker's Comp / FMLA (CFRA)
 - Whistle Blowing
 - Retaliation
 - Race, Gender, Age, Patterns
- RIF or Performance Related
- Documentation
- Followed All Policies and Procedures?
- Final Pay (Fired = Immediate; Resignation with No Notice = 72 Hours Including Weekends / Holidays; Resignation with Notice = Final Work Day)

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For Questions Contact

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- H.R. (Employment Processing & Employee Benefits)
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