

How to hire a locally-funded worker

July 11, 2019

Where do I start?

If your church or school would like to hire a locally-funded worker, such as a custodian, teachers' assistant, etc., the first thing you should do is contact the Human Resources department. They will provide you with the following:

1. Locally-funded employee application, which includes:
 - a. Estimated cost to the church/school by month & year
 - b. Fields you can play with to determine how many hours and how much you could afford to pay the employee
2. A minimum and maximum pay rate for the position.

Time for a meeting!

The board should meet to discuss the position, possible candidate(s) and review the financial impact to the church/school. Take the estimate form with you. Review the cost and ensure it will work within your budget.

Take an official board vote and ensure that it is recorded in the minutes (you will need these minutes for hiring).

If you have a candidate in mind...

If you have a candidate in mind, we suggest you have an official interview with that person before you decide to hire them. Any positions that are ministerial in nature (Bible workers, Bible instructors, etc.) *must* be interviewed by the Conference administration before any offer is made. Rates of pay for most positions should be discussed with the HR director prior to a final determination being made at the local level, however, the HR department must set the rate of pay for any ministerial positions.

The board has made up its mind. Now what?

The HR department is going to request the following documents:

1. Signed and completed locally-funded employee application
2. Minutes from the board meeting

If this is a new position, not a replacement position, the position must be approved by Conference Administration.

New employee, come on down!

The HR department will notify you that the position has been approved and provide you with new hire paperwork for the new employee to complete. *The new employee cannot start working* until the new hire paperwork is completed, particularly the Verified Volunteers child abuse training & background

check and the I-9 form. The I-9 form, in particular, is required by law and we can receive hefty fines if we employ someone without completing the I-9 form appropriately.

You're all set!

Your new employee can now begin to work. If you ever need to replace the employee, you will need to complete the Employee Termination Form. When you're ready to hire someone new, the position does not need to be approved by Conference Administration, but the same paperwork (locally-funded employee application, estimate form, board minutes) will be required prior to the new employee completing their new hire paperwork.

Questions?

Please contact the HR Department at 763.424.8923 or scarlson@mnsda.com.