

EDSD Human Resources Manual

1) Overview

2) Hiring and New Employee

a) Hiring

- i) Job Description
- ii) Job Application
- iii) Guide to Pre-Employment Inquiries
- iv) Background Check Application
- v) Sample Job Offer

b) New Employee Paperwork

- i) Sample new employee checklist
- ii) Employee orientation
- iii) Forms: W-4, EDD Employee Withholding, I-9
- iv) Emergency Contact Information
- v) Employee Group Medical and Dental Enrollment Form (provide to employees working more than 1000 hours per year)
- vi) Lay Employees Defined Contribution Retirement Plan Application for Membership (provide to employees working more than 1000 hours per year)
- vii) Direct Deposit form
- viii) Predesignation of Personal Physician
- ix) Predesignation of Chiropractor or Acupuncturist

c) For Employee's Information:

- i) Time of Hire Information (Workers' Compensation)
- ii) Notice to Employees (Labor Code 2810.5)
- iii) Employee Assistance Form Brochure
- iv) Safeguarding God's People; Rights of Victims of Domestic Violence, Sexual Assault and Stalking; Harassment, Discrimination and Retaliation Prevention Policy
- v) Holidays of the Current Year *insert your own*
- vi) Paid family leave DE2511, Disability DE2515, State Disability Pamphlet (Only give these forms if your church participates in the state unemployment and disability program)

3) EDSD Personnel Handbook

4) Employee Management

- a) Denominational Health Plan
- b) Evaluation Forms
 - i) Self-Evaluation
 - ii) Supervisor-Evaluation
- c) Payroll Change form
- d) Work Plan
- e) Progressive Discipline (Documentation of Verbal and Written Warnings)

5) Employee Termination

- a) Termination Checklist. Lay and Clergy Church Pension Group (CPG) Checklists
- b) Final Paycheck Worksheet & Acknowledgement
- c) Notice of Change in Employment Relationship
- d) Exit Interview
- e) Employee Termination Record
- f) Unemployment Benefit Information Form 2320 (If church participates in unemployment insurance)
- g) Notice to Terminating Employees: Health Insurance Premium Payment (HIPP) Program