



POTOMAC CONFERENCE
OF SEVENTH-DAY ADVENTISTS

LOCALLY FUNDED EMPLOYEE APPLICATION

**Adapted NAD Guidelines for the
Potomac Conference Corporation of SDA**

Revised January 2017

Notes for Completing Application

1. Local entity supervisor and Board must review current financial state to determine whether the entity can afford the base salary, FICA taxes and any applicable benefits (i.e. Healthcare, Retirement, etc.)
2. Local Board must approve request
3. Attach a copy of the Board's action (meeting minutes or email minutes and vote)
4. Attach a current and updated Job Description for the position
5. Local supervisor needs to complete Section #1
 - a. **Exemption Classification:** Most Locally Funded Employee (LFE) positions will be Non-Exempt [Hourly] unless the position meets FLSA guidelines for either professional or administrative exemptions and remuneration is equal to or greater than \$455/week
 - b. **Employment Type:**
 - i. *Regular* = Employee will have continued employment for 6 months or greater
 - ii. *Temporary* = Employee will be employed for less than 5 months
 - iii. *Occasional/Seasonal* = Employee will be used for special events or programs in an infrequent manner
6. Submissions can be emailed to hrstaff@pcsd.org [**preferred method**] or faxed to 540-904-0722
7. **Submit request as early as possible.** Typical review period is 4-6 business days.
8. **If replacing an Employee**
 - a. Local supervisor must notify the Human Resources Department immediately upon knowledge of the employee's termination of employment (includes action by supervisor or Board to eliminate position)
 - b. Complete and submit Employee Status Change Form terminating employee
9. **Benefits:**
 - a. Locally funded employees by policy are **not** eligible to receive certain benefits granted to full-time Conference hired employees; however, local boards may wish to offer additional benefits in the areas of SICK LEAVE, HOLIDAYS OFF, SNOW DAYS, etc. Boards must include a list of these benefits or others granted in their vote.

The most recent LFE applications can be found on our website at:

<http://www.pcsda.org/departments/human-resources/> go to New Hires Tab and look under the Locally Funded Heading for Locally Funded Application Form

LOCALLY FUNDED EMPLOYEE APPLICATION

Section 1: This section must be completed by the local facility requesting the locally funded position and submitted to the PCCSDA Human Resources Department for consideration. Candidates may not begin work until position has been approved by Human Resources Department

Facility Name _____

Position Information

Proposed Job Title: _____

Proposed Job Duties [**Attached Job Description Preferred or complete p. 3**]: _____

Name of Applicant [if known]: _____

- New Position
- Replacement for: _____ Remuneration: \$ _____
[Former Employee Name]
- Restructured Position: _____
[Former position title]

Proposed Hire Date: _____ (*must be at least 2 weeks after submitting this form*)

Proposed FLSA Exemption Classification: Non-Exempt/Hourly Exempt/Monthly Salary

Proposed Remuneration: \$ _____

Proposed Employment Type: Regular Temporary Occasional/Seasonal

Proposed Local Benefits per year [**Optional**]: Vacation Days _____ Sick Days _____ Other _____

Proposed Work Schedule:

- Full-Time (38 hours per week) [**Healthcare & Basic Retirement Eligible**]
- High Part-Time (30 to 37 more hours per week) [**Healthcare Eligible**]
Number of hours proposed: _____
- Low Part-Time (19 to 29 hours per week)
Number of hours proposed: _____
- Less Than Half-Time (must be less than 19 hours per week)
Number of hours proposed: _____
- Other (explain): _____

Prepared by [please print name/title] _____

[Date] _____



Job Description

Position Summary _____

Essential Job Functions/Primary Duties _____

Education Required _____

Skills and Experience _____

Credentials/Licenses/Certifications _____

Physical Requirements (lifting, etc.)/Work Environment _____
