

# Local Staff Employment Checklist

- Request applicant(s) complete employment application form.
- Interview candidate(s).
- Talk with at least 3 references who know candidate personally or professionally.
- Take Board action to recommend that the Oregon Conference hire a candidate, specifying rate of pay, hours per week authorized to work, and prospective effective date of employment.
  - o Regular part-time employees are eligible to participate in the retirement plan. If they are working 20 hours a week or more, the church or school is responsible for contributing the basic employer contribution and matching contribution.
  - o The Affordable Care Act requires any employee working an average of 30 hours per week or more, be offered healthcare. The church or school is responsible for the employer contribution.
  - o Full time employees constitute an average of 38 hours per week or more and must be offered full benefits (e.g., healthcare, basic life insurance), and the church or school is responsible for contributing the employer cost for those benefits.
  - o If the employee is eligible for Oregon state unemployment benefits at the end of the employment relationship, the church or school will be responsible for paying those costs.
- 2 weeks before employment begins**, send the following forms to the Oregon Conference Human Resources Department:
  - o Local Staff New Hire form, signed by the current pastor or treasurer. Board minutes are also accepted in lieu of a signed form.
  - o Employment Application
  - o Employment Information Verification Form
    - This form allows the Oregon Conference to perform an electronic background check. If the results of the background check are problematic, you will need to rescind any offer of employment.
  - o W-4
  - o I-9, with copy of appropriate work authorization documentation(s) that you have examined it.
    - **SECTION 2 OF I-9 MUST BE COMPLETED WITHIN 3 DAYS AFTER EMPLOYMENT BEGINS.** Pastor, principal, or treasurer must examine and complete Section 2 of the I-9 and mail the originally signed I-9 form with the photocopied employee identification to our office.
  - o Sick Leave Notice, signed by employee
  - o EEO Form, if employee voluntarily completes

We recommend the Treasurer submit employment documentation to the Oregon Conference to ensure that the treasurer is informed of the recommended hire and that we have an individual at the local church, or school to contact if there are questions.

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## Please return completed documentation to the following address:

**Oregon Conference, ATTN: Keri Self**  
**1980 Oatfield Road**  
**Gladstone, OR 97027**

When the Human Resources Department receives the documentation described above and the electronic background check has been performed, a letter of employment will be sent to the new employee welcoming the employee to employment with your church or school and providing the employee with information about the employment relationship (rate of pay, benefit information (as applicable), etc.).

Please remember to promptly notify the Human Resources Department if there are any employment changes (hours worked per week, pay increases, etc.) or if the employee is injured while at work. If you have questions, please contact David Perrin or Keri Self.

David Perrin, *Human Resources Director*  
503-850-3505  
[david.perrin@oc.npuc.org](mailto:david.perrin@oc.npuc.org)

Keri Self, *Human Resources Assistant*  
503-850-3510  
[keri.self@oc.npuc.org](mailto:keri.self@oc.npuc.org)