

PCUUC Hiring Procedure Checklist

(approved 10.13.15)

According to Church Bylaws Section 6.02, with the exception of called ministers in Article 8, the board has authority on behalf of membership to hire, contract with, terminate contracts with, negotiate with, supervise, manage, fire, accept resignations from and otherwise perform all functions of an employer or principal with regards to all employees and independent contractors of the church. The Board will recruit and establish a search committee for any staff openings. The committee will be comprised of congregants represented of, but not restricted to those for RE, Music and the like in regards to the position open. The search committee will then be responsible to:

1. Confirm the budget and any benefits for the position.
2. Confirm whether this position is approved to be filled by a church member if appropriate.
3. Confirm available funds for recruitment and what account will cover it.
4. Review and update the Job Description.
 - a. If there are substantial changes, the revised job description needs to be approved by the board.
 - b. If the position is a new one, the job description needs to be approved by the board.
5. The search for an appropriate candidate begins.
6. Once a suitable candidate has been found and the committee is in agreement, present candidate to board. This may be at a board meeting or through email to board@prairiecircleuuc.org.
7. Once the board approves, the committee will extend an offer. This should be in the form of a letter with a stipulation that it is contingent on a background check, for those working with children or everyone, and suitable performance for a 90 day period following start date.
8. The office will process the background check with appropriate completed forms. The committee will follow up on references.
9. Treasurer or Office will coordinate to forward forms to employee. An employee would receive both W-4 (withholding) and I-9 (This states that the employee is "documented" legally permitted to work in the US) and a direct deposit form. An independent contractor would be provided a W-9 form for completion. Completed forms should be sent to the Treasurer.
10. Before the employee can be paid, an employment agreement must be in place. It should specify whether the position is for a regular employee or an independent contractor. If for a regular employee, it should specify the duties, hours, wages, benefits, vacation, sick leave, and reporting structure. If for an independent contractor, it should state that the employee will handle his/her own taxes, including Social Security and Medicare taxes as well as income tax. The agreement must be signed by the employee, a board president, and the chair of the committee handling the hiring. The treasurer must get a copy. This states that the employee is "documented" (legally permitted to work in the US). We are required to keep this form on file.
11. Committee will forward to Office or Treasurer hard copy or electronic copy as identified below.
12. Treasurer will enter hire into Quickbooks as Employee or Vendor as appropriate.
13. Committee Chair is responsible to confirm with Office and Treasurer all steps are completed. Any hard copy that the chair has from the hiring procedure should be shredded.

Payroll is done every two weeks for employees, a week in arrears for employees. Depending on one's start date, this could be as much as 3 weeks before the first payment. Time worked must be entered in the spreadsheet in google docs by Sunday of the end of payroll so it can be entered into QB by the office.

Independent Contractors are paid the 1st Sunday of the month for the previous month. A check will be left at the barn for payment.

Personnel Paper/Electronic Filing

Treasurer

Employee: Completed W-4 and I-9

Direct Deposit Information

Contract: Completed W9

Office

Resume

Signed Offer letter

Job Description

Signed Background Check Authorization Form & Background Screening Form (if appropriate)

Copy of Certification for those working with children: CPR, First Aid