

# Florida Conference Hiring Policy

**DISTRIBUTION:** Cabinet, Extended Cabinet, Department Managers, District Superintendents

**ORIGINATING DEPARTMENT:** Personnel Committee of the Council on Finance and Administration

**SUBJECT:** Specify when approval of the Personnel Committee of CFA is required to add a new position to the Conference staff.

**EFFECTIVE DATE:** September 1, 2008

Revision Date: September, 11, 2009

**APPROVED BY:** CFA Personnel Committee

## 1. POLICY:

The Florida Conference of The United Methodist Church is establishing a policy defining the process for approving new positions on the staff of The Florida Conference. This policy will specify when the approval of the Personnel Committee of CFA is required to add a new position to the Conference staff. Attached are checklists of steps to follow when requesting approval of a new position and re-hiring for vacancies.

## PROVISIONS:

The Personnel Committee must review and approve any newly created staff position. This process is required even if there are funds available to support the position. This policy applies to all full-time and part-time staff including hourly administrative or program staff as well as directors or other exempt level positions. Approval for temporary positions should be sought if the length of service is expected to be more than 90 days in duration.

Directors and or Superintendents who want to add a new position to the staff must submit a request to the Personnel Committee that defines the justification for the new position including a complete position description. The position justification should specify how the new position will satisfy a need of the Conference not currently being met. In order to authorize new positions, the Personnel Committee will need to clearly understand how the new position supports and contributes to the mission and vision of the Conference. The Personnel Committee must review the request and issue a decision before any personnel action can be initiated.

Hiring supervisors are encouraged to use the Conference Human Resources Department for assistance with recruitment and assessment of applicants, including guidelines for commensurate compensation for all employees. It is understood that one of the primary qualities of personnel will be employees who have an appreciation of the nature and mission of The United Methodist Church and concern for the churches and clergy they serve.

Vacant positions may be posted in District Newsletters/Websites, E-Review Classifieds on the Conference Website in addition to other recruitment efforts desired by the hiring supervisor. Hiring supervisors should seek to have at least 3 qualified candidates from which to make their selection. All candidates must receive a favorable background screening prior to an offer of employment.

The Conference is committed to a policy of equal treatment for everyone. Such treatment will be given regardless of age, race, color, gender, sexual orientation (unless otherwise defined by the current *Book of Discipline*), national origin, disability, marital status, citizenship status, religion (except where religion is a bona fide occupational qualification), or other unlawful discriminatory characteristics.

The Conference will make every effort to ensure that actions affecting employment are administered fairly and in the spirit of equal opportunity employment. These actions include but are not limited to hiring, placement, training, promotion, performance evaluation, compensation, fringe benefits, working conditions, special programs, transfers, leaves of absence, termination, social, recreational programs, educational reimbursement, and separations.

Occasionally, the Florida Conference will provide payroll services for positions based in District Offices or other non-Conference ministries. These positions are funded by other organizations of the Church (such as General Agencies). In these cases, the position is not truly a Conference employee as the Conference or District Superintendents do not provide any oversight or supervision of these employees. The actual employer is the organization who is responsible for supervision of the employee as well as funding for the position. The Conference will provide administrative support in the form of a “pass-through” for payroll processing and benefit administration only. Approval by the Personnel Committee is not needed for these arrangements.

To assist department Directors and District Superintendents in making quality hiring decision, candidates will be given a Technical Proficiency Assessment to evaluate office skills and interpersonal style. The HR Department can assist with evaluations and determining convenient locations for testing.

Conference employment policies permit spouses or relatives of other employees to work for the Florida Conference but not in the same department or District Office. Clergy spouses shall not be employed in the District Office.

## New Position Checklist

- Develop position description and summarize budget impact of this new position. The position description should include a summary statement describing the purpose of the position. Other data to include are duties and responsibilities, educational requirements, specialized knowledge, pertinent experience and reporting relationship. Description should also include employment status and classification, i.e. full time, part time, exempt or non-exempt, clergy or lay.
- Hiring Director should consult with Human Resources on title and grade for position to determine appropriate compensation.
- Prepare formal request for position and submit to Personnel Committee. The justification for the new position must include a complete position description. The position justification should specify how the new position will satisfy a need of the Conference not currently being met. The Personnel Committee will need to clearly understand how the new position supports and contributes to the mission and vision of the Conference in order to authorize new positions. The Personnel Committee must review the request and issue a decision before any personnel action can be initiated.
- If the request is approved the new position will be posted in the Conference Classifieds and made available to District Offices to include in their newsletters. Position will also be advertised in other areas as necessary to reach targeted candidates.
- Hiring Director should seek to have at least 3 qualified candidates for the position. If the initial search yields less than three candidates, Hiring Directors are encouraged to seek assistance from Human Resources to see what other measures can be taken to find additional qualified candidates for consideration.
- Candidates for positions that are in administrative support roles must have a Technical Proficiency Assessment to evaluate their office skills. Human Resources can assist with this assessment.
- Candidates must provide at least three references. Reference checks must be completed prior to offer of employment. Human Resources will assist with this process at the request of the Hiring Director.
- A background screening must be completed prior to an offer of employment. Human Resources will process the background screenings. Screenings cannot be completed prior to the applicant signing the authorization to conduct the screening. The Hiring Director will be contacted if any issues are identified as a result of the screening.
- The Hiring Director or Human Resources can make the job offer. Offers of employment include sending the successful applicant a letter confirming the offer in writing. See Human Resources for a template that should be used.
- Communicate with Human Resources once the applicant has accepted the offer. Provide the start date, compensation, and employment status for the employee.
- Human Resources will send the Hiring Director a Personnel Action Form for signature indicating the authorization to add this new employee to the Conference payroll and confirm the start date, compensation and employment status of employee.
- Human Resources will communicate with the new employee to obtain information necessary to process new hire paperwork.

## Re-Hiring to Fill Vacant Positions

- No formal request to the Personnel Committee is required to re-hire for an existing vacant position if the position has been vacant no longer than six months. Positions remaining vacant for more than six months must be re-submitted to the Personnel Committee for additional review.
- Positions will be posted in the Conference Classifieds and made available to District Offices to include in their newsletters. Position will also be advertised in other areas as necessary to reach targeted candidates.
- Hiring Director should seek to have at least 3 qualified candidates for the position. If the initial search yields less than three candidates, Hiring Directors are encouraged to seek assistance from Human Resources to see what other measures can be taken to find additional qualified candidates for consideration.
- Candidates for positions that are in administrative support roles must have a Technical Proficiency Assessment to evaluate their office skills. Human Resources can assist with this assessment.
- Candidates must provide at least three references. Reference checks must be completed prior to offer of employment. Human Resources will assist with this process at the request of the Hiring Director.
- A background screening must be completed prior to an offer of employment. Human Resources will process the background screenings. Screenings cannot be completed prior to the applicant signing the authorization to conduct the screening. The Hiring Director will be contacted if any issues are identified as a result of the screening.
- The Hiring Director or Human Resources can make the job offer. Offers of employment include sending the successful applicant a letter confirming the offer in writing. See Human Resources for a template that should be used.
- Communicate with Human Resources once the applicant has accepted the offer. Provide the start date, compensation, and employment status for the employee.
- Human Resources will send the Hiring Director a Personnel Action Form for signature indicating the authorization to add this new employee to the Conference payroll and confirm the start date, compensation and employment status of employee.
- Human Resources will communicate with the new employee to obtain information necessary to process new hire paperwork