

Employment Procedures

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New Hire

Hiring Steps and documentation to obtain and submit to HR

1. New Hire Request Documentation
 - a. Employment Application
 - b. Board Minutes—stating the voted action for the approval of the new hire's position, pay rate, and number of hours to be worked per week.
 - c. Personnel Action Request Form—please complete to the best of your ability.
 - d. Signed Job Description—must be signed by both the employee and supervisor. Guidelines and templates for creating job descriptions are available upon request.
 - e. Verified Volunteer Clearance—All prospective employees 18 years of age or older must complete the child protection training and background check through Verified Volunteers. Clearance email will be sent to the supervisor once it has been completed.
 - i. If prospective employee is cleared to work, go to step 2.
 - ii. If prospective employee is not cleared to work, *do not hire*.
2. Gather New Hire Packet (always use most recent forms found on the NUC Website)
 - a. I-9 – to be completed within the first three days of employment
 - i. Copy of approved documentation
 - b. W4
 - c. Direct Deposit Form
 - d. Retirement Participation—If eligible
 - e. Conflict of Interest
 - f. Tithe Letter
 - g. Nevada Workplace Safety—Nevada employees only
 - h. Handbook
3. Orientation
 - a. Provide benefits and payroll information
 - b. Orient employee through NUC Website and usage of each form

Prospective Employees cannot begin employment before the completed paperwork has been reviewed and approved by the HR Department.

DISCLAIMER:

Please be aware that until the HR Department sends you an email with an effective date for employment or additional position, the individual cannot start work. If you allow an individual to start work before being cleared, that will be considered unauthorized employment and will be subject to \$1,000 fine.

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Entities' Continued Responsibilities

Notify HR of any personnel changes as soon as possible.

Submit Personnel Action Request form when:

1. Employment status changes
2. Salary information changes
3. Work location changes
4. Job title/job description changes
5. Employee mailing address changes
6. Termination of employment

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Termination

Please contact the HR Department as soon as you are notified of a termination

Documentation to obtain and submit to HR

1. Board Minutes—stating the voted action for the approval of the termination
2. Personnel Action Request Form—please complete to the best of your ability
3. Resignation letter—if applicable

There are legal payroll requirements for issuing employees their final paycheck. The law is as follows:

- If the employee gives you no notice, you have 72 literal hours to have their check to them.
- If employee gives you notice of 72 hours or more, the check needs to be in employee's hand on the last day of employment.
- If firing an employee, you must have the check in the employee's hand upon termination.

DISCLAIMER:

Please be informed of the legal deadlines to pay terminated employees. The fine for late payment is \$120.00 per day. Should you not get the information (such as final hours worked) to us on time to process final payment, your local entity accepts full financial liability of legal fees, fines, penalties, and interest.