General Conference of Seventh-Day Adventists
West Central Africa Division

WAD Business Professional Convention

Afrikland Hotel
Grand Bassam, Cote d’Ivoire

HUMAN RESOURCES
JULY 5, 2017

TOM EVANS CPA, NAD TREASURER/CFO
Human Resources 101

Hiring Practices

- Have a written process for recruiting or calling
- Job Descriptions are needed
- Background checks recommended
- Employment offers and Orientation
Human Resources 101

Workplace Practices

- Training, Mentoring, Continuing Education
- Succession Planning
- Performance Evaluations
- 90 day review
- Employee Handbook distribution
- Employment Law Compliance
- Progressive Discipline
- Workplace Safety Plans
- Service Records
Human Resources 101

Discrimination and Cultural Awareness (Diversity)

➢ Company Brand and Social Responsibility
➢ Local Employment Law Compliance
Human Resources 101

Documentation & Recordkeeping

- Personnel Files and Records of communication to staff
- Processes Should be clearly defined
Human Resources 101

Compensation & Practices

➢ Remuneration Wage Scales

➢ Annual Increments how and when

➢ ERI and COLA Adjustment how and when
Human Resources 101

Retirement

➢ What is the plan and how is it communicated to staff
Human Resources 101

Health Benefits

➢ Summary Plan Description

➢ Where to find it

➢ Open Enrollment (if applicable)
Human Resources 101

Termination Practices

- How to address resignations, for cause terminations, retirement
Human Resources 101

Post-Employment Practices

- Service Records
- Return to employment post retirement
- Temporary assignments
Thank You – The End