

Curriculum Guide for Presentations on:  
***HR/Personnel and Employment Regulations***

**Goal:** To understand the critical matters identified with human resources/personnel and employment regulations within a Division.

This curriculum guide outlines topics that should be included in a presentation/discussion on HR/personnel and employment regulations. It is recognized that the legal environment and the Division's policies that cover employment matters for church employees in various countries around the world will differ. The listed topics are intended to be instructive; not all topics will fit every situation, and in some situations, additional topics should be considered.

**Points to cover:**

1. Identify the need and purpose for Human Resource/Personnel management
2. Identify and clarify the local legal environment with respect to laws regarding discrimination in employment matters
3. Identify and clarify the local legal environment with respect to laws regarding sexual harassment
4. Identify and clarify the organization's recruiting and selection procedures and criteria
  - a. For the application process
  - b. For the employment interview process
  - c. For the selection process
  - d. Identify any legal considerations that must be considered during the application, selection, and interview processes
  - e. Consistency in hiring procedures is essential
  - f. Identify and clarify the organization's criteria for hiring for honesty and ethical commitment (e.g., tests for ethical commitment may be part of the employment process)
5. Identify and clarify the organization's employee performance appraisal process and the organization's training and development plan for employees
6. Discuss the denominational compensation policies and procedures in force for the organizations represented in the audience. Reference should be made to the Division Working Policy covering compensation.
7. Transparency is essential! Employee benefits per denominational policy should be disclosed to the employees; what categories of employees receive what benefits should also be disclosed.
8. Policies and procedures in place to ensure safety in the workplace should be discussed