



Seventh-day
Adventist[®] Church

NORTH AMERICAN DIVISION

Presents

The symbiotic relationship

*NAD Human Resource Services
Seventh-day Adventist Church, North American Division*

June 28, 2022

Objectives

The general function and role of the HR department

The processes we use to deal with difficult employees

Relationship needs between HR and Treasury

Where do the departmental functions overlap

Key regulations and resources we need to be aware of

Questions and Answers

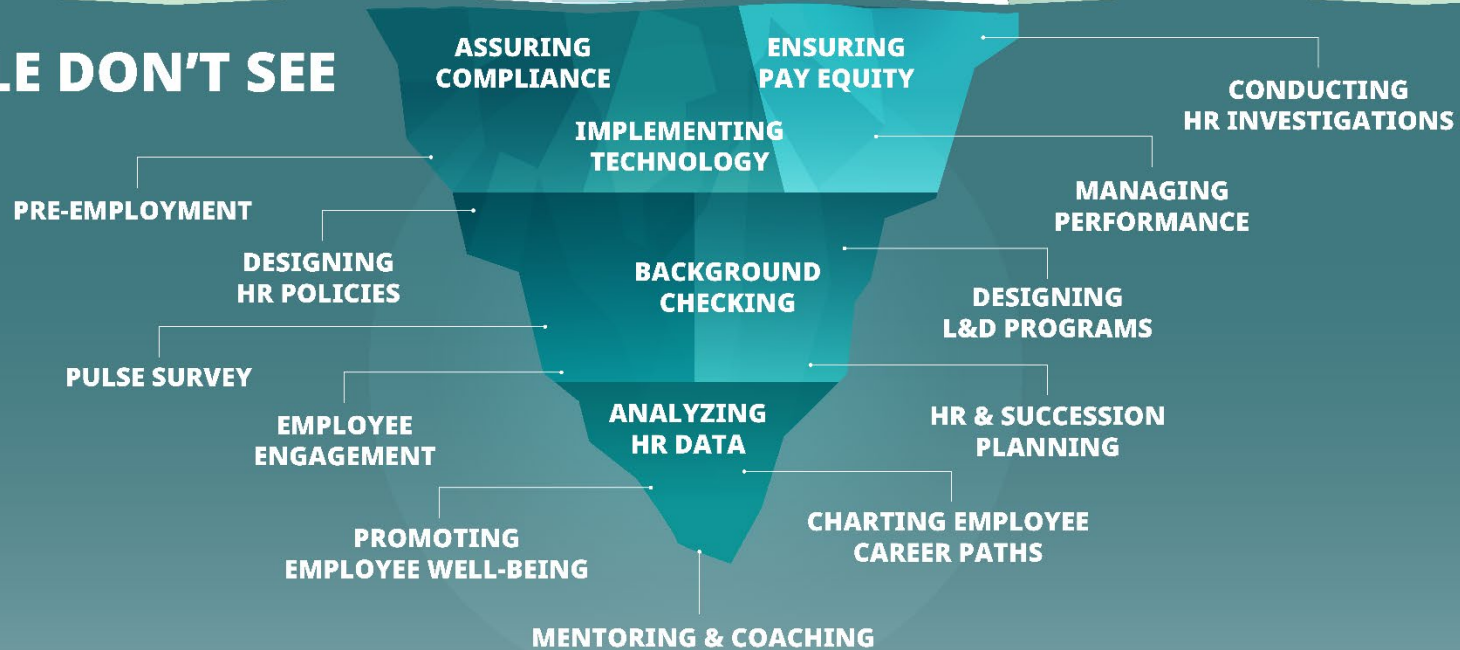


THE HRS ICEBERG

WHAT PEOPLE SEE



WHAT PEOPLE DON'T SEE





Mind Reading Trap



Me Trap



Them Trap

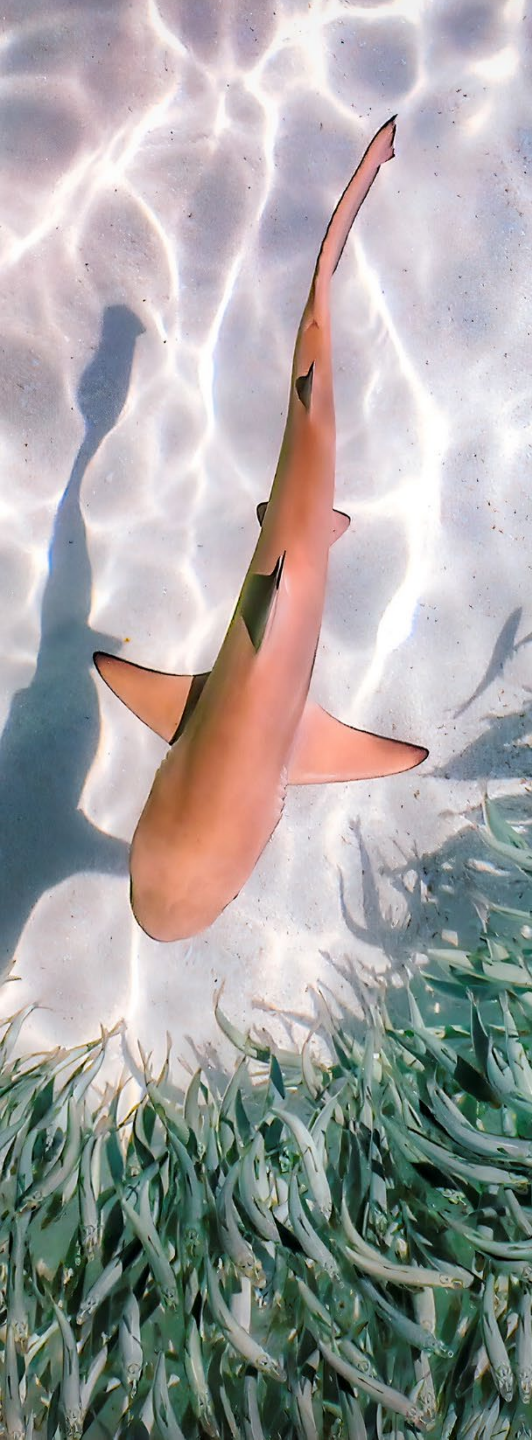


Catastrophizing Trap



Helplessness Trap





Evidence Strategy



Reframe Strategy



Plan Strategy



What should we do?

Is it overtime abuse?

Craig returns from a conference and has posted in his timesheet 10 hours of over time. The supervisor, Meg, who also attended the conference is surprised by the extra hours and nervous to approve it so Meg calls HR for guidance.

- What are the issues here?
- What is the next steps?
- What should HR say?





Managing Overtime Issues

Disclaimer: This was prepared for the North American Division Office in Maryland and Employees that are paid from our office

According to the Fair Labor Standards Act, hourly non-exempt employees who work over 40 hours per week will be paid straight time for the first 40 hours and time and a half for all hours over 40 in a given week. Once the hours are worked the hours must be paid. Therefore, departmental directors and their hourly non-exempt employees must work together to ensure that all schedules that may result in overtime are pre-authorized by the departmental director. The typical 4-day work week observed by the North American Division Office in Maryland is 38 hours total.

The following chart describes a flexible arrangement that is allowed in circumstances where overtime cannot be avoided: Review Time Sheet of Sample Hourly Employee

		Regular	Over Time	Hours Worked	Totals	Correct Action Allowing for reduced hours in week 2	Incorrect Action Allowing for reduced hours in week 2
Week 1	Monday	9.50	3.0	12.5			
	Tuesday	9.50	5.0	14.5			
	Wednesday	9.50	2.0	11.5			
	Thursday	9.50	3.0	12.5			
					51 hours	40 hours paid straight time 11 hours paid at time & half Week 2 Monday off and reduced hours on Tuesday okay	
Week2	Monday	Day Off	Day Off	0			40 hours paid straight time 11 hours unpaid in lieu of Week 2 Monday off and reduced hours on Tuesday.
	Tuesday	8.00	0	8.00			
	Wednesday	9.50	0	9.50			
	Thursday	9.50	0	9.50			
					27 hours		

Summary: In the "Correct Action" column we see that it is possible to receive overtime pay in one week, and then reduce the number of hours worked the next week so that the employee's paycheck remains constant across the entire 2 week pay period. This budget friendly method gives the departmental director and employee more flexibility just by planning ahead and rearranging the work schedule.

The HR Professional Defined

- Job title – HR Director, HR Generalist, HR Officer
- Summary of the role
- Duties and responsibilities
- Qualifications
 - Essential – Non-negotiable
 - Preferred – Considered important
- Experience
- Limits of authority
- Compensation and benefits



Human Resources



- Strategic advisor to leadership team
- Sustain a work culture of wellness
- Identify and help correct inefficiencies
- Building a capable and resilient workforce

Human Resources



- Employee relations & morale
- Talent management
- Compensation packages
- Training programs
- Recordkeeping

Payroll

- Processes payment of wages, bonuses
- Depositing and reporting taxes
- Recordkeeping
- Compliance with tax laws
- Processes reimbursements



Timekeeping(shared)



Payroll

- Missed punches
- Overtime reports
- Export report reconciliation
- Import from timekeeping to pay system or manual entry

Human Resources

- Absence type forms
- Timeclock users initial support
- Approvals procedures
- Close timesheet

What should we do?



As part of the pre-employment background check process HR reaches out to the local church treasurer to verify faithful stewardship by way of tithing. The Treasurer considers their options:

- Decline to provide any information due to privacy concerns
- Refer the HR representative back to the church member in question
- Ignore the request
- Respond to the inquiry

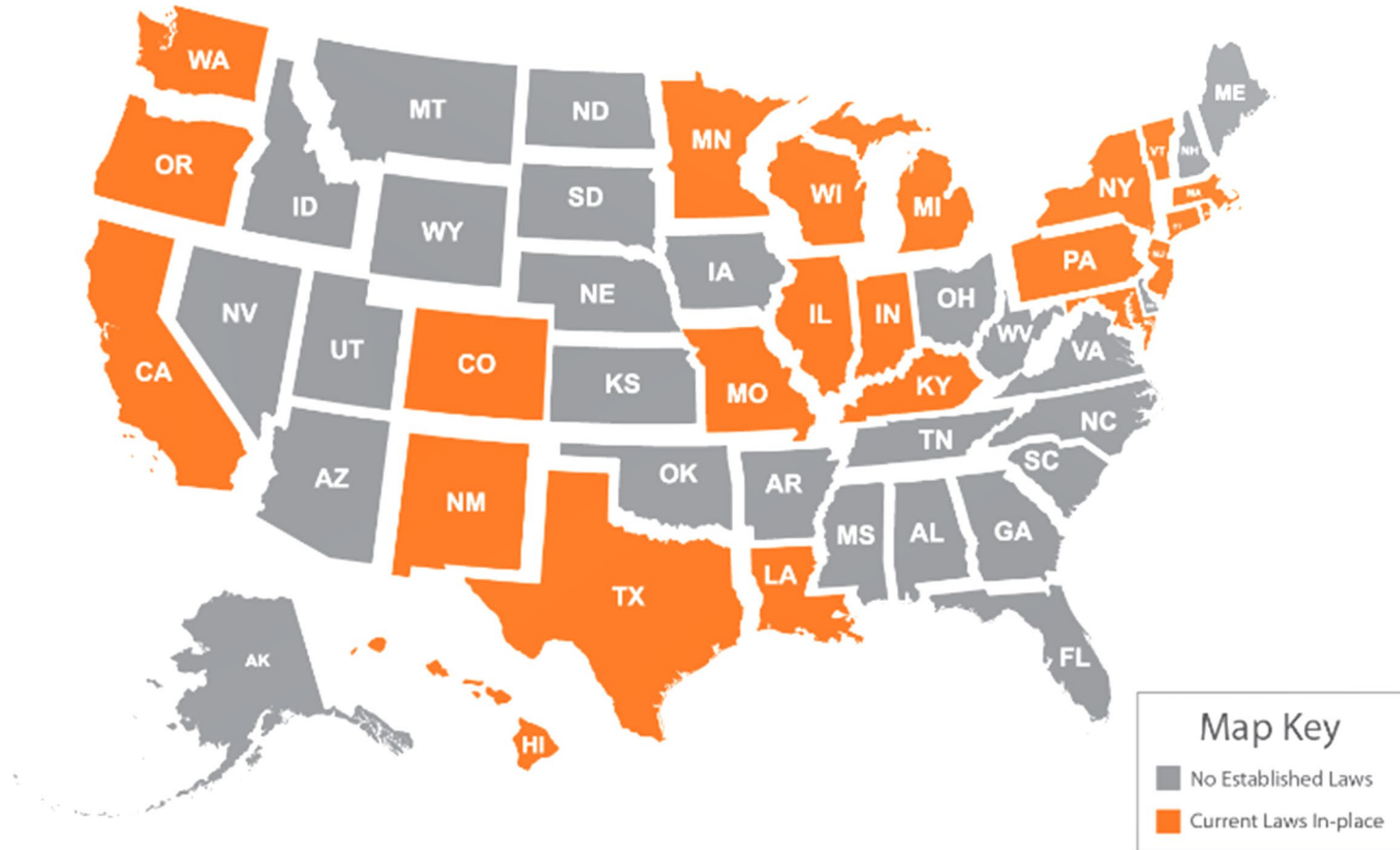
Is this a necessary part of our background check process?

What are the concerns if any from your perspective?

Keep an eye on



Has Your State *Banned the Box?*

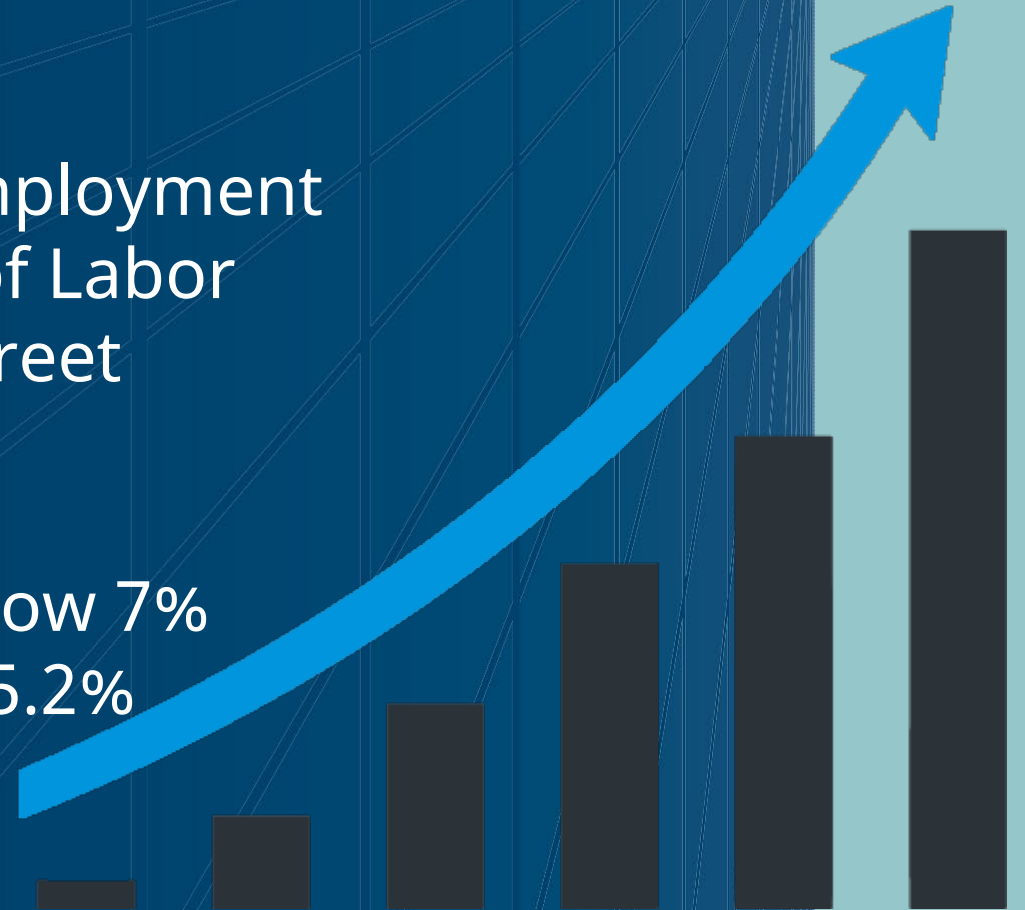


The HR Profession in 2022

The demand for HR professionals has increased exponentially.

The HR manager ranked 35th out of 800 occupations in the U.S. based on new employment projection data released by the Bureau of Labor Statistics (BLS) and scored by the Wall Street Journal.

It is expected that the HR industry will grow 7% by 2028 – this is faster than the average 5.2% for all occupations. That's 14K HR jobs annually.





Then

Now

Work/Life Balance



Quality of Life

Wellness



Well-Being

Flex Work Options



Hybrid Workplace

Employee Engagement



Inclusivity

Culture Fit



Psychological Safety

Employee Experience



Belonging

Stress Management



Mental Fitness

Supervision and Oversight



Trust

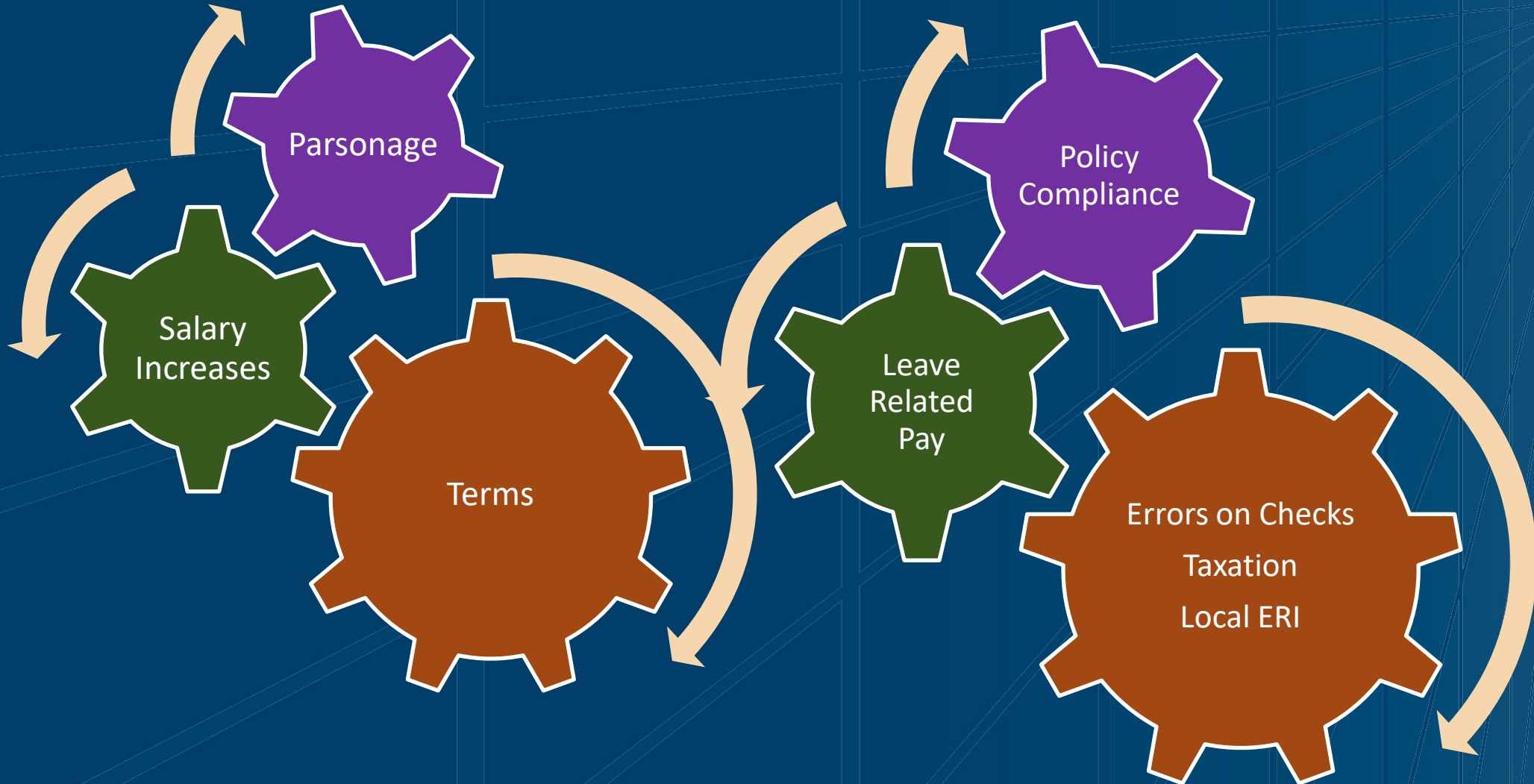
The HR Profession in the SDA Church



Top challenges in the last 3 years:

- Managing multi-generations (Gen Z, Millennials)
- Automation (robot tech and AI)
- Hiring – attracting and retaining talent
- Mental health challenges
- Increase in ADA accommodations and leave
- Mentoring the next generation
- Career changers – among pastors & teachers
- Increased litigation

Symbiosis



APS.net (shared)



Payroll

Pay Tab
Reports Tab

Manual
Transactions

Human
Resources

Enrollment
Tab

Recurring
Data items

EEO-1 Reports, Service Records, ACA Lookback,
Hours Worked, Salary Information

Resources

- [IRS.gov](https://www.irs.gov)
- [SHRM.org](https://www.shrm.org)
- [AICPA.com](https://www.aicpa.com)
- [DOL.gov](https://www.dol.gov)

Key Legislation

- Lilly Ledbetter Fair Pay Act 2009
& Equal Pay Act 1963
- Fair Labor Standards Act of 1938 29 U.S.C. § 203
- Final Paycheck Laws by State
- Paid Leave Laws by State





Questions? Comments?

