

**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**

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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

