Request that applicant(s) complete employment application form

Interview candidate(s)

Talk with at least 3 references who know candidate personally or professionally

Take Board action to recommend that Chesapeake Conference hire a candidate, specifying rate of pay, hours per week authorized to work, and prospective effective date of employment

- 38 hours per week is considered full-time employment. Additional benefit eligibility comes with full-time employment (example - basic life insurance, long term disability), and the church or school is responsible for contributing the employer cost for those benefits
- Regular part-time employees who work at least 20 hours per week will receive vacation and holidays as well as the 5% basic employer retirement contribution funded by the local church or school. If they choose to contribute a portion of their salary, up to 3% will be matched by the church/school. Employees working 30 hours or more are eligible for healthcare.

Complete Locally Funded Employee New Hire Request form, including a description of the essential job functions

At least 2 weeks before employment begins, send the following completed forms to the Chesapeake Conference Human Resources Department

- Locally Funded Employee New Hire Request
- Completed I9 (pages 1 and 2) and copy of identification
- Employment application
- Child protection training/background screening/fingerprinting (fingerprinting is required for all school employees)

Forms are available online at www.ccosda.org

If employee is hired, Chesapeake Conference Human Resources Department will send the school an approval notice and the new employee a welcome letter and additional forms for payroll.

We strongly recommend that the treasurer submits employment documentation to the Chesapeake Conference to ensure that the treasurer is informed of the recommended hire and that we have an individual at the local church or school to contact if there are questions.

Please return completed documentation to the following address:

Chesapeake Conference of Seventh-day Adventists
Attn: Jenn Stefan
6600 Martin Road
Columbia MD 21044

Please remember to promptly notify the Human Resources Department if there are any employment changes (hours worked per week, pay increases, etc.), if the employee is injured while at work, or if employment has ceased. If you have questions, please contact Jenn Stefan at 410-995-1910.

Jenn Stefan, Executive Assistant
jstefan@ccosda.org