

## Section 12

### PERSONNEL

<b><u>FORM DESCRIPTION</u></b>	<b><u>FORM NO.</u></b>
Personnel Requisition .....	12-01
Temporary Help Requisition .....	12-02
Position Description Worksheet .....	12-03
Application for Employment .....	12-04
Application for Employment - Internship Supplement.....	12-05
Minister's Profile Information.....	12-06
Personal Interview Evaluation .....	12-07
Position Questionnaire For Support Staff.....	12-08
Bookkeeper Test .....	12-09
Reference Check - By Mail .....	12-10
Reference Check - By Telephone .....	12-11
Reference Checklist .....	12-12
Application for Preschooler, Children or Youth Worker .....	12-13
Authorization for Criminal/Court Records Check.....	12-14
Affidavit of Good Moral Character .....	12-15
Authorization and Release of Information.....	12-16
Prior Employment Release Form.....	12-17
Employment Recommendation.....	12-18
Salary Administration Plan.....	12-19
Budget Checklist for New Hires.....	12-20
Employment Contract .....	12-21
Employee/Self-Employed Status Review .....	12-22
Payroll Authorization.....	12-23
Personnel Record .....	12-24
Personnel Information and Approval.....	12-25
Employee Orientation Checklist.....	12-26
Safety Orientation for New Employee.....	12-27
Computation of Minister's Housing Allowance.....	12-28
Key Receipt.....	12-29
Ministry Property Issued to Employee .....	12-30
Employee Uniform Receipt .....	12-31
Employee Statement of Acknowledgement - Receipt of Employee Handbook .....	12-32
Comments Regarding Operational Manuals.....	12-33
Time Away Planning Sheet .....	12-34
Request for Continuing Education.....	12-35
Travel Plan.....	12-36

## Section 12 - PERSONNEL (Continued)

<b><u>FORM DESCRIPTION</u></b>	<b><u>FORM NO.</u></b>
Trip Authorization .....	12-37
Travel Coordinator Worksheet .....	12-38
Request for Time-Off During Day.....	12-39
Leave Authorization .....	12-40
Vacation Request .....	12-41
Time Away Log .....	12-42
Employee Overtime Authorization.....	12-43
Payroll and Personnel Change Notice .....	12-44
New Employee Probationary Period Evaluation .....	12-45
Self-Appraisal by Employee.....	12-46
Growth Planning Sheet .....	12-47
Development of Position and Personal Ministry Objectives.....	12-48
Employee Evaluation .....	12-49
Employee Evaluation .....	12-50
Employee Evaluation Checklist.....	12-51
Employee Performance Review.....	12-52
Performance Evaluation.....	12-53
Pastoral/Department Head Effectiveness Evaluation .....	12-54
Ministry Leader Evaluation .....	12-55
Pastor/Teacher Evaluation .....	12-56
Work Simplification Suggestion.....	12-57
Employee Safety Suggestion .....	12-58
Monitoring Effectiveness of Phone Use .....	12-59
Accident Investigation Report .....	12-60
Position Description Evaluation .....	12-61
General Description of Responsibilities and Requirements of Employee's Position .....	12-62
Description of Daily Procedures.....	12-63
Description of Weekly Procedures .....	12-64
Weekly Office Tasks.....	12-65
Description of Monthly Procedures.....	12-66
Description of Annual Procedures.....	12-67
Record of Verbal Warning - Progressive Discipline Procedure .....	12-68
Employee Separation Checklist .....	12-69
Separation Notice.....	12-70
Employee Exit Interview Checklist .....	12-71
Consent to Disclosure of Employment Reference Information.....	12-72
Analysis of Absenteeism.....	12-73
Analysis of Turnover .....	12-74
Personnel/Insurance Statistics.....	12-75

## Section 12 - PERSONNEL (Continued)

<u>FORM DESCRIPTION</u>	<u>FORM NO.</u>
<b>SECOND EDITION ADDITIONS:</b>	
Employment Interview.....	12-76
Offer of Employment Letter .....	12-77
Exit Interview Questionnaire .....	12-78
Notice and Authorization for Consumer Report.....	12-79
Sample Adverse Action Letter.....	12-80
Sample Rejection Letter of Applicant .....	12-81
Sample Termination Letter .....	12-82
Sample Severance Agreement .....	12-83
Voluntary Separation Checklist.....	12-84
Safety Code of FirstChurch, Inc. ....	12-85
Employment Performance Review .....	12-86
Reasonable Accommodation Based on Disability Request.....	12-87
Flexible Spending Accounts – Enrollment Form .....	12-88
Flexible Spending Accounts – Reimbursement Claim .....	12-89
Health Insurance Plan Waiver .....	12-90
Statement of Confidentiality .....	12-91
Acknowledgement of FirstChurch Code of Ethics .....	12-92
Shared Leave Donation.....	12-93

### **IMPORTANT NOTICE TO PURCHASER OF RESOURCE**

This resource has been prepared solely for illustrative purposes. The sample forms in this manual are not intended to be a final product. They are instead a template for you and your professional advisors to use in developing your own customized forms. Every ministry is different. Therefore, its forms and documentation must reflect those differences and specifically address needs that are unique to your organization. The material in this manual can serve as a good starting point in developing needed forms, or in reviewing and updating existing ones. The resource is not intended to be all-inclusive with regard to laws and regulations and under no circumstances should it be relied upon for that purpose. Furthermore, because laws and regulations do frequently change and vary from one state to another, some materials in this resource may be outdated or not applicable. The services of competent accounting, legal, or other professional advisors should always be sought to review initial drafts and all final documents, prior to implementation, regarding those specific applications of professional standards, laws, and regulations that directly relate to your ministry.