




# **NEW WORKER ORIENTATION**

Southeastern California Conference

<http://secchr.adventistfaith.org>



# Human Resources

## (951) 509-2352

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- Alison Cavazos, Office Manager
- Abigail Chuquimia, HR Assistant
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- Brooke Hess, HR Assistant

# Medical, Mental Health Plans and Chiropractic Care

- Adventist Risk Management/Aetna Signature
  - *Chiropractic Care – no PPO panel*
- Kaiser (*physicians are employees of Kaiser*)
  - *Chiropractic Care – providers within American Speciality Network. There is a link on HR website.*

# Health Maintenance Organization

- Health services are accessed through the PCP chosen from the HMO directory
- For each office visit you only pay your co-payment

# What is a PCP?

- Primary Care Physician
  - Family/General Practitioner (all ages)
  - Internists (adults only)
  - Pediatricians (children < 18 yrs)
- PCP Role is to manage your entire health care
  - Primary caregiver
  - Health care advisor & consultant
  - Coordinator of specialty care
  - Patient advocate

# Employee Contribution--monthly

- Adventist Risk Management 7/1/2015
  - Employee \$75
  - Employee + 1 \$150
  - Employee + 2+ \$225
- Kaiser
  - Employee \$30
  - Employee + 1 \$60
  - Employee + 2+ \$90

# Dental Coverage

- Delta Dental PPO
  - Delta Dental PPO
  - Delta Dental Premier
  - Out-of-Network
- [www.deltadentalins.com](http://www.deltadentalins.com)

# Vision Coverage

- HCAP (Health Care Assistance Plan)
- Self-Administered
- Carve-Outs
  - Orthotics, fertility treatment, etc



# Schedule of Benefits

- Adventist Risk Management PPO
  - Medical plan, mental health and chiropractic benefits
- Kaiser HMO
  - Medical plan, mental health and chiropractic benefits
- Delta Dental PPO
  - Dental plan
- HCAP (self-funded)
  - Vision benefit and “Carve-Outs”

# Who's Benefit Eligible

- Spouse
- Children
  - They are born to you, legally adopted, a stepchild, legal guardian
  - Over-age children
    - Medical Coverage for children to age less than 26 years.
    - Chiropractic, Dental and Vision coverage **for dependent children to less than 24 years.**

# Healthcare Monthly Benefits 2015

	Adventist Risk Mgmt	HCAP	Delta Dental	Total
<b>Employee Only</b>	615.41	42.25	60.03	717.69
<b>Employee + 1</b>	1,346.02	85.39	106.12	1,537.53
<b>Employee + 2+</b>	1,936.25	119.80	166.81	2,222.86

	Kaiser	HCAP	Delta Dental	Total
<b>Employee Only</b>	403.05	42.25	60.03	505.33
<b>Employee + 1</b>	922.98	85.39	106.12	1,114.49
<b>Employee + 2+</b>	1,293.76	119.80	166.81	1,580.37

# Spouse Eligibility Earnings less than:

- Zone 1—Barstow, Blythe, Needles, Victorville...
  - \$33,543.26/year or \$2,795.27/month
- Zone 2—Banning, Beaumont, Colton, Fontana...
  - \$36,210.72/year or \$3,017.56/month
- Zone 3—Calimesa, Chino, Corona, Riverside, LL...
  - \$39,311.63/year or \$3,275.97/month
- Zone 4—Calexico, Desert Hot Springs, Imperial...
  - \$39,278.29/year or \$3,273.19/month
- Zone 5,6,7—San Diego and Orange County
  - \$44,779.92/year or \$3,731.66/month

# Spouse Ineligible Buy-up

- ARM, Delta Dental and HCAP
  - Spouse \$819.84/month
  - Spouse + Child(ren) \$1,505.17/month
- Kaiser, Delta Dental and HCAP
  - Spouse \$609.16/month
  - Spouse + Child(ren) \$1,075.04/month

# Enrollment Changes

- Change in eligibility or family status must be reported within 30 days; these are qualifying events
- Plan change, must be done at Open Enrollment
  - Open Enrollment is the month of December

# Coverage Ends

- Termination of Employment
- Cease full-time status
- Retirement
- At time of separation/divorce
- Coverage may be extended for a two month period, provided you apply in writing
  - Medical/Mental Health fully covered
  - HCAP is only for Emergency Treatment, non-elective

# Important Phone Numbers

- HCAP (951) 509-2352
- ARM/Healthscope (888) 276-4732
- Kaiser (800) 464-4000
- Delta Dental (800) 765-6003



# Opting Out of Coverage

- Opt Out of ARM/Kaiser, Delta Dental and HCAP
- Submit proof of other coverage to be eligible for Opt Out
- \$150 a month benefit for Opt Out

# Long Term Disability (LTD)

## Base Plan Employer Funded

- Provides income replacement in case of disability; and financial assistance in case of spouse catastrophic disability
- No enrollment necessary
- Benefit Amount: 66.67% of basic monthly earnings
- Benefits Begin: After 90 days of disability
- Benefit Duration: To age 65

# Basic Group Life - Full time Employees

## Base Plan Employer Funded

- No enrollment necessary, but you need to fill out a beneficiary designation form
- Covers all active full-time employees, spouses and dependents

– Employee	\$100,000
– Spouse	\$ 50,000
– Children	\$ 10,000
– Stillborn	\$ 750

# Supplemental Life Insurance

## Voluntary—Supplemental to Basic Coverage

- Paid for by employee with payroll deduction
- Meant to help an employee care for his/her family if there is a tragedy
- Today, the insurance industry is highly regulated, and term insurance is widely recognized as a practical and economic financial tool to care for your family's future
- Available to all active employees working 20 or more hours per week
- Guaranteed issue of 3X salary within 30 days of hire

# Why Consider Supplemental?

- Because the \$100,000 provided by SECC is meant to help, but probably will not care for your family's needs, in the event of a tragedy.
- Because employee remuneration and benefits cease upon death. These lost benefits include medical coverage and tuition assistance.
- Your family will still need to pay the mortgage and other debts as well as care for daily living.

# Accidental Death & Dismemberment (AD&D) Voluntary

- This is a low cost insurance to supplement Life Insurance should you or your loved ones die or be dismembered in an accident.
- Please remember that it is low cost because it only pays in the event of an accident! Regular Supplemental Life Insurance should be the main coverage since it pays irregardless of how death occurs.
- Available to all active employees working 20 or more hours per week.

# Supplemental Insurances

- Voluntary supplemental insurance for:
  - Personal Catastrophic Coverage
  - Personal Hospital Intensive Care
  - Personal Short-Term Disability
  - Medical Flexible Spending Account
  - Dependent Care Flexible Spending Account
- Payroll deduction, pre-tax or after tax

# American Family Life Assurance (AFLAC) (1 of 2)

- Salary Redirection Agreement
  - Pre-tax total premiums for certain insurance coverage(s)
  - Contribution to Flexible Spending Accounts (FSA)
    - Medical \$2,500/yr maximum
    - Dependent Care \$2,500/dependent and/or \$5,000 maximum



# American Family Life Assurance (AFLAC) (2 of 2)

Group rate plans available are: call Tom Chastang (951) 265-2359

- Accident Plan
- Cancer Plan
- Intensive Care Plan
- Short-term Disability Plan
- Specified Health Plan
- Or you can go to [www.aflac.com/seccemp](http://www.aflac.com/seccemp) you will need your Employee ID for enrollment (the Employee ID is on your paystub).

# Flexible Spending Account

- Section 125 benefits:
  - Medical Spending Account maximum \$2,500/yr
  - Dependent Care Spending Account maximum is \$5,000/yr
- This can be a very nice benefit, especially for those who expect high medical expenses or who have childcare expenses.
- You must spend all the money set aside, or it reverts to your employer—per IRS rules.

# LegalShield

- An HMO type legal service
  - Preventative legal services
  - Motor vehicle legal services
  - Trial defense services
  - IRS audit legal services
  - Other legal services, 25% discount
- Payroll deducted premium after-tax
- For web enrollment, contact us so we can email you the link with password

# FMLA

- Benefit eligible employees, who have been employed for at least 12 months and have worked 1,250 hours in the past 12 months at SECC, are eligible for up to 12 weeks of unpaid Family Care and Medical Leave.
- FMLA policy in Green Book, pg 17

# Wellness Promotion Program

- **Fitness for Life**
- Employee and Spouse
- **Get Fit –Get Rewarded**
- Aerobic Mile Chart
- Rewards

HR website: <http://secchr.adventistfaith.org>

The screenshot shows a web browser displaying the Human Resources page for the Southeastern California Conference of Seventh-day Adventists. The page features a header with the conference logo and navigation tabs for Visitors, Members, and Employees. A central content area is titled "Welcome to Human Resources" and includes a brief introduction and contact information. A sidebar on the left lists various HR topics. The footer contains navigation links and copyright information.

**SOUTHEASTERN CALIFORNIA  
CONFERENCE OF SEVENTH-DAY ADVENTISTS**

Visitors Members Employees

### Human Resources

- Department Home
- About Us
- Employee Benefits
- Fitness for Life
- Safety Resources
- Forms
- Aflac
- Holidays
- Job Openings
- Recruitment

### Welcome to Human Resources

The Southeastern California Conference Human Resources website is up and ready for use. Please take some time and navigate around. Each section is intended to bring you, the Southeastern California Conference employee, a greater understanding of things such as your benefits, available insurances, the employment process, and to provide you with easy access to the common forms used throughout the department.

We hope that you find this website useful. This is just another way the Human Resources department is striving to serve you better. Please feel free to contact us with any suggestions you may have or things you would like to see us add to the website.

Office: 951.589.2362 Fax: 951.589.2395

HOME | CALENDAR | DIRECTIONS | FIND A CHURCH | CONTACT US

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# Overview

1

• Leaves/Time Off

2

• General Information

3

• Remuneration Policies

4

• Employment Policies

5

• Government Mandated



# LEAVES/TIME OFF

<http://secchr.adventistfaith.org/>



# Paid Leave Bank

- Full-time benefit eligible hourly employees accrue vacation in their paid leave bank.
- Part-time benefit eligible hourly employees accrue vacation in their paid leave bank at a proportionate rate.

Years of Service	Vacation Time Per Year	Accrual Rate Per Hour	Maximum Accrual
0-4 years	76 hours	.109615	285 hours
5-9 years	114 hours	.128846	323 hours
10+ years	152 hours	.148077	361 hours

# Paid Leave Bank

Includes:

- Vacation Time
- 9 Holidays
- 1 Personal Day
- Short Term Sick Leave



New Years Day

• January 1, 2013



Martin Luther King Jr. Day

• January 21, 2013



President's Day

• February 18, 2013



Memorial Day

• May 27, 2013



Independence Day

• July 4, 2013



Labor Day

• September 2, 2013



Thanksgiving

• November 27-28, 2013

• \*November 28-29, 2013



Christmas

• December 25, 2013

<http://secchr.adventistfaith.org/>

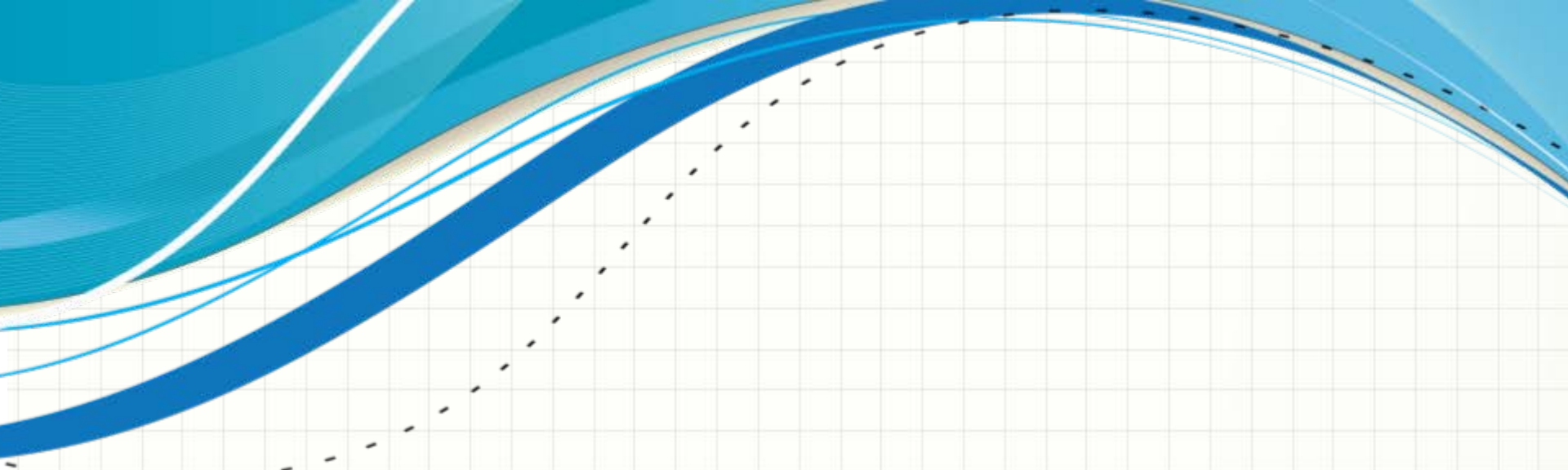
\*for employees who work a 5 day work week

# Extended Sick Leave Bank

- Full-time hourly employee will accrue 10 sick days per year.
- Any hours after the first 3 days taken for illness will be taken from the extended sick leave bank until all hours are exhausted.

# Leaves

- Funeral/Bereavement
  - 3 work days with pay for close family member
- Jury Duty
  - 10 work days with pay
- Military



# **GENERAL INFORMATION**

<http://secchr.adventistfaith.org/>

# General Information

- Personnel Action Request Form
- Job Description
- Employee Handbook
  - Handbook Receipt
- Emergency Contact Information Card

PERSONNEL ACTION REQUEST		Southern California Conference of Seventh-day Adventists		(office use)	
				Emp.#: _____	
				Base Accrual Date: _____	
<b>EMPLOYEE INFO</b>		Employee Name: _____		Supervisory position: YES <input type="checkbox"/> NO <input type="checkbox"/>	
		<input type="checkbox"/> New position (include job description)			
<b>NEW</b>		<input type="checkbox"/> Full-Time <input type="checkbox"/> Regular <input type="checkbox"/> Student <input type="checkbox"/> Biweekly Salary _____ <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> On-Call <input type="checkbox"/> Hourly Rate _____			
<b>REHIRE</b>		Job Title: _____ Name of Supervisor: _____			
		Place of Work: _____ Date Voted by Local Board: _____			
<b>ADDITIONAL ASSIGNMENT</b>		Hours/Week or FTE: _____ Starting Date: _____ Ending Date: _____			
		In addition to the wages, there are other employment expenses. HR assumes no responsibility for budget calculations.			
		Comments: _____			
<b>CHANGE</b>		Current Work Location: _____ Effective Date: _____			
		<input type="checkbox"/> New Work Location: _____ <input type="checkbox"/> Hours/Week or FTE: _____ <input type="checkbox"/> Job Title: _____ <input type="checkbox"/> Bi-Weekly Salary/Hourly Rate: _____			
<b>TRANSFER</b>		<input type="checkbox"/> Status Change <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> On-Call			
		Comments: _____			
<b>TERMINATION</b>		Effective Date: _____ Work Location: _____			
		<input type="checkbox"/> Resignation (attach letter) <input type="checkbox"/> Layoff/Reduction-In Force <input type="checkbox"/> Dismissal <input type="checkbox"/> Retirement <input type="checkbox"/> Other: _____ <input type="checkbox"/> Leave of Absence   Begin: _____ End: _____			
<b>LEAVE OF ABSENCE</b>		Vacation/Paid Leave Due: _____			
		Comments: _____			
Initiating Supervisor		_____		Date _____	
(signature)		(print)			
Department Head		_____		Date _____	
(signature)		(print)			
<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>					
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved   Date: _____		Qualifies for: <input type="checkbox"/> LTD (DI 42022) <input type="checkbox"/> Medical <input type="checkbox"/> Auto <input type="checkbox"/> Retirement <input type="checkbox"/> Paid Leave <input type="checkbox"/> Passage			
Remuneration _____ Cost Area _____		FTE _____		Travel _____	
EEOC Number _____		Worker's Comp Title/Code _____		Credential _____	
Charge to _____					
Comments: _____					
Audited by: _____		Date: _____		Human Resources Director (sign) _____	
FTE Audit by: _____		Date: _____		Date _____	
<small>10/2011   White - Human Resources   Blue - Payroll   Green - Insurance   Yellow - Department Head   Pink - Employee   Goldendod - Service Records</small>					

# Conflict of Interest

- List any potential interests that could conflict with your job responsibilities
- Needs to be updated **annually**



# **REMUNERATION, EMPLOYMENT, AND GOVERNMENT MANDATED POLICIES**



# Remuneration Policies

- Pay-date Schedule
  - Paid bi-weekly, 26 times a year
- Direct Deposit (optional)
- Salary Scale-SECC Office Employees only

2013
 SOUTHEASTERN CALIFORNIA CONFERENCE  
**PAYROLL SCHEDULE**  
2013

\*\*EARLY DEADLINES DUE TO BANKING HOLIDAY\*\*

Pay Period	Due Date By 2:00 p.m.	Pay Day
Dec 16, 2012 – Dec 29, 2012 Dec. 30, 2012 – Jan 12, 2013	<b>** Dec. 28, 2012 **</b> Jan. 14	Jan. 4, 2013 Jan. 18, 2013
Jan. 13 – Jan. 26 Jan. 27 – Feb. 9	Jan. 28 Feb. 11	Feb. 1 Feb. 15
Feb. 10 – Feb 23 Feb. 24– Mar. 9 Mar. 10 – Mar. 23	Feb. 25 Mar. 11 Mar. 25	Mar. 1 Mar. 15 Mar. 29
Mar. 24 – Apr. 6 Apr. 7 – Apr. 20	Apr. 8 Apr. 22	Apr. 12 Apr. 26
Apr. 21 – May 4 May 5 – May 18	May 6 May 20	May 10 May 24
May 19 – June 1 June 2 – June 15	June 3 June 17	June 7 June 21
June 16 – June 29 June 30 – July 13	<b>** June 28**</b> July 15	July 5 July 19
July 14 – July 27 July 28 – Aug. 10 Aug. 11 – Aug. 24	July 29 Aug. 12 Aug. 26	Aug. 2 Aug. 16 Aug. 30
Aug. 25 – Sep. 7 Sep. 8 – Sep. 21	Sep. 9 Sep. 23	Sep. 13 Sep. 27
Sep. 22 – Oct. 5 Oct. 6 – Oct. 19	Oct. 7 Oct. 21	Oct. 11 Oct. 25
Oct. 20 – Nov. 2 Nov. 3 – Nov. 16	<b>** Nov. 4 **</b> Nov. 18	Nov. 8 Nov. 22
Nov. 17 – Nov. 30 Dec. 1 – Dec. 14	Dec. 2 Dec. 16	Dec. 6 Dec. 20
Dec. 15 – Dec. 28, 2013 Dec. 29, 2013 – Jan 11, 2014 Jan. 12 – Jan. 25, 2014	<b>** Dec. 27, 2013 **</b> Jan. 13, 2014 Jan 27, 2014	Jan. 3, 2014 Jan. 17, 2014 Jan. 31, 2014

Due date and time applies to timecards and expense/travel reports.  
 Timecards may be faxed to (951)509-2393 OR emailed to [payroll@seccsda.org](mailto:payroll@seccsda.org).  
 AVOID DUPLICATE ENTRIES • SAVE PAPER • SUBMIT ONLY ONCE

# Wage and Hour Laws (Regular Work Week)



- Timecards
  - Record your time
- Rest Breaks
  - 10 minutes for every 4 hour period worked
  - Do not clock out for rest breaks
  - Taken away from immediate place of work, but not off of employer's premises
- Meal Periods
  - Must start no later than 4 hours and 59 minutes into the work shift
  - Must be at least 30 minutes in length
  - If employee works 6 hours or less on a workday the meal period may be waived.

# Wage and Hour Laws cont.

## (Regular Work Week)

- Overtime
  - Must be authorized in advance by the supervisor
  - Hourly employees who work in excess of 8\* hours in a day or 40 hours in one work week will receive overtime at time and one-half regular rate of pay
- Makeup Time
  - Authorized by the supervisor in advance to make up work time without receiving overtime or using paid leave.
  - Employee may not work more than 11 hours on another work day or 40 hours in a week.



# Mandated Postings

- Labor Law Poster and IWC Posting
  - Must be posted even if there are no direct Church hires
  - Must be posted where it is visible to all employees
  - Includes separate postings which detail our Religious Exempt Status

# Worker's Compensation

- **All conference employees are covered by worker's compensation for work related injuries or illnesses**
- Must be reported immediately to the supervisor
- **Employee to complete claim form (DWC)**
- Employee may be kept on employment status for up to 6 months, as per Leave Policy schedule
- Contact Ashley Carranza 951-509-2353

# Disaster Guide

- Fires

- What to do if you are in the building, Fire Prevention

- Earthquakes

- What to do before, during and after

- Explosions

- Evacuations

# Hazard Communication Standard

## What goes on the LABELS?



**Every container** of hazardous chemicals is labeled by the manufacturer. The actual format will differ from company to company, but the labels must contain similar types of information. That makes it easy to find out at a glance about the chemical's possible hazards and the basic steps you can take to protect yourself against those risks.

The label may use words or symbols to tell you:



1. Common name of the chemical.
2. Name, address, and emergency phone number of the company that made or imported the chemical.



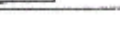
3. Signal word. In order of seriousness, signal words are ranked: danger, warning, caution.



4. Principal hazards:  
The **physical hazards**  
(Will it explode or catch fire?  
Is it reactive?)  
The **health hazards**  
(Is it toxic? Could it cause  
cancer? Is it an irritant?)



5. Precautionary measures, including basic protective clothing, equipment, and procedures that are recommended when working with this chemical.
6. First-aid instructions.
7. Proper handling and storage instructions.



8. Special instructions concerning children.



If a container you are handling has no label, notify your supervisor and ask for instructions.

A lot of valuable information can be found on the label. But if you don't find everything you need, refer to the MSDS.



# Sexual Harassment Policy

- What is Sexual Harassment
- How to Report Sexual Harassment

