



CHANGE FORM

Mountain View Conference Locally Funded Employee Change Request Form

We, the _____ (church, school, other) have voted and approved on _____ (date) a recommendation for payroll changes to _____

(full name) who is currently employed by the Mountain View Conference.

Indicate items to change: Rate of Pay Position Job Description Termination Classification

We desire for the change to start effective this date: _____

Recommendation is for the employee to be: full time (38+ hours week) High Hours Part Time (30 - 35 hours week) Low Hours Part Time (19 - 29 hours week) less than half time (below 19 hours week)

Classification of employee is to be: Exempt – At least \$684 per week in salary plus other criteria.

Non-Exempt – less than \$684 per week in salary.

Position (i.e. custodian, teacher assistant): _____

If applicable, is new position considered temporary? Yes No

Job description for employee (be specific, send attachment if necessary):

1. Remuneration (choose):

- a. The Board has voted to recommend a pay rate of _____ dollars per hour (at least \$8.75 per H in WV and \$15,00 per H in MD) with _____ maximum authorized hours per week.
- b. The Board has voted to recommend a salary of _____ dollars every week. (Can only be used for exempt employees earning at least \$684 salary per week. Anything less than that must use an hourly rate. This option *can* be used for less than \$684 per week *if* the employee is an exempt employee in another capacity for the Conference.)

- 2. The local entity listed above hereby agrees to reimburse the Mountain View Conference, the gross wages, employer's portion of Social Security and Medicare tax (7.65%), Retirement (Up to 8%), and workers compensation cost for the Employee listed above at the rate specified in #1 above, as well as all benefits the employee would be eligible for under Mountain View Conference policy. Retirement is a benefit for half time or more employees effective 1/1/2013. Health care is a benefit for full-time or for high hours part time and the billed cost while subject to change is \$1,500 per month as of January 2024.
- 3. The Mountain View Conference will, once conference approval is obtained for changes, bill the local entity for the cost of the items in #2.
- 4. The Mountain View Conference pays employees every two weeks and requires from non-exempt employees, a payroll report form listing all hours worked for each payroll period.
- 5. Each local entity MUST inform the Mountain View Conference in writing and with a follow up phone call if and when the Employee ceases work or if the remuneration amount changes.
- 6. Any recommended change regarding employment requires this form be completed and submitted.
- 7. This is not an employment contract but only a change recommendation and funding agreement.
- 8. Employees are at-will employees and can be terminated by the Mountain View Conference without approval of any local entity.

We the undersigned agree to the above terms.

_____ Board Chair _____ Date

_____ Local Treasurer _____ Date