

EMPLOYEE REPLACEMENT REQUEST

INSTRUCTIONS: This form is to be completed only by the local Pastor/Principal/Departmental Director for an existing position. To request the opening of a new position use the form "New Position (Budget) Request" available at newjerseyconference.org.

Mark one and fill out blank:

☐ School Name _____
☐ Church Name _____
☐ Conference Department _____

Information about the employee who is leaving

First Name _____ Last Name _____
Employee ID # _____ Title _____
Reason for leaving: ☐ Retirement ☐ Voluntary ☐ Termination ☐ Transferred to: _____
Current Employee Last day of work: _____

Current position is

Please, mark ALL that apply either under part-time OR full-time column:

PART-TIME	FULL-TIME
<input type="checkbox"/> Regular OR <input type="checkbox"/> Temporary (<i>up to 3 months</i>)	<input type="checkbox"/> Regular OR <input type="checkbox"/> Temporary (<i>up to 3 months</i>)
<input type="checkbox"/> Locally funded OR <input type="checkbox"/> Conference funded	<input type="checkbox"/> Locally funded OR <input type="checkbox"/> Conference funded
<input type="checkbox"/> Combination of locally & conference	<input type="checkbox"/> Combination of locally & conference

Person recommended (if known)

***We are recommending the following name to fill the vacancy:

First Name _____ Last Name _____

*(Ask prospective employee to fill out an employment application available from newjerseyconference.org)****

Church/School ONLY - Date the Board approved the above name: _____

Has the person named above worked for the New Jersey Conference in the past? ☐ Yes ☐ No

If you answered "yes" to the previous question, please, provide last date this person worked for the NJC:

Suggested Remuneration for the new employee

Mark one and fill the blank:

☐ **Hourly** Pay Rate: \$ _____ (*No less than minimum state hourly wage*)
☐ Bi-weekly **Salary**: \$ _____ or Salary Scale _____ %

If charges should be split, percentage for each department/organization:

Department/organization 1: _____ %
Department/organization 2: _____ %
Department/organization 3: _____ %

Suggested effective date for change/s: _____ [*Allow two (2) to three (3) weeks for replacement employee to start work*]

****In order for the prospective employee to start work, s/he has to complete an employment application, available from newjerseyconference.org, and submit it. Once the request is approved by the Administrative Committee/Executive Committee the prospective employee must come to the Conference and complete all required employment papers to be officially employed. **Prospective employees CANNOT begin work before all required employment papers are completed and submitted.***

☐ I have read the conditions of employment and I accept them.

Signature

Name of person filling out this form: _____ Date: _____

☐ I hereby certify that I am the Church Pastor/School Principal/Departmental Director

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Organization Name _____

Position/Title _____

Employee Leaving _____

Person Recommended _____

Request date _____

FOR HUMAN RESOURCES USE ONLY

ADCOM/Personnel Committee/Education Executive meeting date: _____ Action No. _____

☐ Approved

☐ Approved with changes

☐ Denied

Executive Committee meeting date: _____ Action No. _____

☐ Approved

☐ Approved with changes

☐ Denied

Church Pastor/School Principal/Departmental Director notified on: _____ ☐ By e-mail/fax ☐ By phone