

**Georgia-Cumberland Conference**  
**Locally-Funded Employee Overview for Local Boards**  
**November 9, 2012**

**What's the background?**

The North American Division voted into policy that the conference should become the employer for all locally-funded workers. The Georgia-Cumberland Conference (GCC) Executive Committee voted on June 3, 2012, to provide retirement benefits (employer basic and employer matching) for those working on at least a half-time basis (in GCC, 20 hours per week) effective by December 31, 2013 (wages and benefits paid by the local entity). This document is designed to provide crucial information for the local board moving forward.

**How does this affect our entity?**

GCC is recommending that each local entity move their employees to conference payroll, meaning they will be employed by GCC and will be eligible for specific benefits based on their job duties and whether they are classified as part-time excluding benefits (less than 20 hours per week), part-time (20-37 hours per week) or full-time employees (38+ hours per week). Until local employees are transitioned to conference payroll, the local board is the authority in the hiring/firing and employment issues for local employees. If local employees are transitioned to conference payroll, the conference administrative committee would delegate certain functions to the local board. This would include overseeing the hiring process including job postings, application processing, referencing, interviewing, and selecting; evaluations; supervision; authorizing timesheets; discipline/probation; and taking appropriate actions to conclude employment per policy guidelines. GCC Administrative Committee would have the final authority regarding a local board's decisions that are appealed by an employee.

State and federal employment regulations require that nonexempt (hourly) workers must be paid minimum wage of \$7.25 per hour and overtime pay at a rate of not less than one and one-half times their regular rates of pay after 40 hours of work in a workweek. State and federal regulations do not require benefits to be paid to employees in Georgia, Tennessee, and North Carolina, but if a local entity chooses to move employees to conference payroll, the employees will be eligible for benefits based on their employment classification.

**What are the logistics?**

The local board should be fully informed of the parameters of GCC employment before determining participation on conference payroll. Some boards may choose to appoint a personnel committee to work through the employment details, with recommendations made to the regular board (usually in executive session). All entities with employees should review and take a board action indicating their plan for processing local employee payroll. Please utilize the [Cost Analysis Tool](#) for budgeting information and to assist in determining the following:

*See next page for more information . . .*

**Logistics (continued):**

1. Determine if the individual is an employee, a volunteer, or an independent contractor.
2. Determine exempt (salaried) or non-exempt (hourly) status based on job duties per the Fair Labor Standards Act (FLSA)
3. Determine full-time or part-time status based on hours needed to complete required duties
4. Determine if a change in current employment classification is needed.

**Local Entity's Responsibilities:**

If a local entity chooses to place their employees on GCC payroll, the following steps must be taken:

- a. Finalize items listed above, including the voted board action and date voted.
- b. Determine job duties for each position and prepare job descriptions.
- c. Determine the wage range for each position and what the current employee will receive (current federal minimum wage is \$7.25 per hour).
- d. Communicate job duties, pay, and benefit information to employee. This must be clearly understood at the outset of the employment relationship. Benefit eligibility will be based on employment classification.
- e. If the employee accepts the terms of employment, access and complete required forms from the [locally-funded website](#).
- f. Before each pay date, the treasurer must submit payroll details to the conference with each employee's information.
- g. Discipline and termination of employees would be coordinated through the conference human resources office. A terminating employee is eligible to use or be paid out any accrued and unused vacation and administrative leave hours.

**Conference's Responsibilities:**

The conference will confirm complete documentation and employment eligibility, provide payroll to the employee per reports from the local entity, make necessary withholdings and file payroll taxes, complete federal or state reporting requirements, invoice the local entity for all costs associated with each employee, etc. As needed/requested, Human Resources will assist in providing clarification of the hiring process, determining exempt vs. non-exempt, benefits, discipline/termination procedures, and other employee-related processes.

**Implementation Dates:**

The latest date of implementation for transitioning from a local payroll onto conference payroll is December 31, 2013. Entities currently using courtesy payroll who choose to transition to conference payroll should be prepared to do so by July 1, 2013. It is recommended that all other entities choosing conference payroll plan to transition between July 1, 2013, and December 31, 2013.

**Policies:**

A locally-funded policy handbook is available online through the GCC website.

**Any Specific Questions?**

Email Human Resource Services – [hr@gccsda.com](mailto:hr@gccsda.com)