

E 70 Recording and Preserving Employees' Service Records

E 70 05 Service Records—The purpose of the Service Record for all denominational employees is to provide a permanent historical summary of Church employment. It shall be detailed enough to meet the needs of the denominational Retirement Plan in which the employee participates. It shall be durable, redundant, and secure. It shall be kept on the standard form, or in a digital format approved by General Conference Secretariat, which provides the same data and is readily understood across denominational lines.

E 70 10 Definition of Employee—All individuals receiving remuneration from denominational organization payrolls are for the purpose of the E 70 policy considered employees.

E 70 15 Responsibility for Service Records—Responsibility for keeping the service records is as follows:

1. *International Service Employees*—General Conference Secretariat.
2. *General Conference Staff*—Director of Human Resources for headquarters staff.
3. *Division (including division personnel and international service employees)*—Secretary.
4. *Union or Local Conference/Mission/Field*—Secretary.
5. *Primary (Elementary) and Secondary Church School Teachers*—Local Conference/Mission/Field Secretary.
6. *Secondary School (Academy)*—Principal.
7. *College and University*—President/Personnel Director.
8. *Health Care Institution*—Administrator/Manager or Personnel Director.
9. *Publishing House*—President/Manager or Personnel Director.
10. *Other institutions not included above*—Chief Administrative Officer/Personnel Director.

E 70 20 Service Record Formats—Each denominational organization shall maintain service records for all its employees in either manual or digital format. Each division shall maintain a service record system, meeting the needs of the employers within the division and reflecting as much as possible the standard service record approved by General Conference Secretariat.

The content and design of the standard service record form is specified by the General Conference. Divisions designing their own form shall follow the format of the General Conference service record form. All digital service record printouts shall follow the standard format as authorized by General Conference Secretariat.

1. *Information to be Recorded*—The following information is recorded on the standard service record form:

- a. *Year-by-Year Record*—The service for each year shall be recorded on a separate line. If in one year the employee serves in two or more employing organizations, in two or more different positions or types of work, or changes from full-time to part-time employment or vice versa, a separate line shall be used for each.
- b. *Position or Type of Work*—The official position or type of work shall be given.
- c. *Employing Organization*—The organization to which the employee is directly responsible shall be named.

d. Beginning Date/Ending Date—The year shall be entered in the column titled “Year-by-Year Record” with the beginning and ending dates containing only the day and month in that order. Spell out the abbreviation for the month (as opposed to using numerals). Example: 15 Jan.

e. Salaried Full-time Service (Months)—Record the number of months of full-time salaried employment.

f. Salaried Part-time Service (Months)—Record the number of months of part-time salaried employment.

g. Hour-time Service (Hours)—Record the number of paid hours of hour-time service including paid hours of overtime, sick time and vacation.

h. Percentage of Service Credit—Indicate the percentage of one year’s service credit to which a full-time/part-time salaried or hour-time employee is entitled.

i. Remuneration Percentage—Enter the employee’s percentage of the remuneration factor for his/her area as of December 31. Contact the Division Secretariat for instructions.

j. Signature of Officer—Service shall be authenticated by two officers using a protocol authorized by the division. Such officer shall not sign his/her own service record or that of his/her spouse or relative but shall request another officer to do so.

2. *Annual Service Entries Report*—The individual authorized to maintain/be responsible for service records shall prepare by January 31 of each year an update of all service record entries for all employees of the preceding year. Each page of this report shall be hand signed and dated by the individual responsible for service records, except in the case of permanently bound printouts which need only be hand signed and dated on the last page. In harmony with the provisions of BA 70, Retention and Safeguarding of Records, this report shall be stored in the organization’s records center in a secure and permanent file.

3. *Annual Service Corrections Report*—The human resources director of the organization shall prepare by January 31 of each year a report of all corrections made to the service records during the preceding year. Each page of this report shall be hand signed and dated by two officers, one of whom shall be the officer responsible for service records, except in the case of permanently bound printouts, which need only be hand signed and dated on the last page. In harmony with the provisions of BA 70, Retention and Safeguarding of Records, this report shall be stored in the organization’s records center in a secure and permanent file.

4. *Copy to the Employee*—Each employee shall be given a copy of his/her cumulative service record not less than every two years.

5. *Annual Schedule for Transmissions*—Each organization shall submit service record additions and corrections to the division secretariat as scheduled.

E 70 25 Sensitive Information—All data that is of a sensitive nature such as race, gender, disability, national origin, ethnic origin, and age shall not be made available to personnel making hiring or promotion decisions. This information shall be available for statistical purposes only.

E 70 30 Preserving and Transferring Service Records—1. *Organizational Responsibility*—The organization specified under E 70 15 shall be responsible for beginning/obtaining and maintaining a service record for each employee under its direction.

2. *Change of Position/Type of Work*—When an employee’s position or type of work is changed, the new position/type of work shall be recorded on the service record.

3. *Transfer Between Denominational Organizations*—When an employee is transferred from one denominational organization to another, the organization for which he/she has been working shall prepare two copies of the service record, one for its files, one for the employee, and forward the original or certified copy to the new employer. In the automated system the service record printout copies prepared for the files and the new employer shall be certified by the responsible officer.

4. *Discontinuance of Denominational Service*—When an employee discontinues denominational service for other than retirement reasons, the organization shall record in the official office copy of the appropriate committee minutes and on the service record an appropriate action relating to the discontinuance of service and the particulars of any financial settlement made.

5. *Retirement*—When an employee who is eligible for benefits from the retirement plan retires permanently from denominational service, the service record together with the retirement application and the particulars of any settlement which may have been made with the employee shall be forwarded to the secretary of the Division Retirement Plan committee. In the automated system all computer-printed copies of service records shall be certified by the responsible officer.

6. *Requests for Service Records*—Only written requests for service records shall be honored. Requests for assistance in obtaining service records between divisions shall be directed to General Conference Secretariat.

7. *Inquiries Regarding Service Record Policies*—Inquiries regarding the application of service record policies shall be directed to the secretary of the division.

8. *Copies to Employee*— Each employee shall be given a copy of his/her record not less than every two years and at the following times:

- a. At his/her request at any time.
- b. By the last employing organization each time he/she transfers.
- c. At the time he/she leaves denominational employment.

The original service record shall not be given to the employee under any circumstances.

E 70 35 Supporting Documentation for Service Records—1. *Regular Denominational Employees*—a. *Compensation Review Sheets*—the complete compensation review spreadsheet of all employees’ time, salary, and expense shall be filed with the official office copy of the executive committee minutes of the employing organization (see S 34 10). Where records are maintained electronically, the board/executive committee shall be assured by administration that accurate records are maintained and remuneration is consistent with voted policies.

b. *Recording of Employment*—All employment shall be recorded in the service record regardless of length of service, age, full-/part-time work, or student status. Exception: Students employed by an educational institution.

2. *Literature Evangelists*—a. *Annual summaries*—The conference/ mission/field publishing director shall file a copy of the annual literature evangelist summary with the conference/mission/field secretary. This annual summary shall include the name, number of

weekly reports, total hours, and sales for the year for each literature evangelist. This annual summary shall become a part of the permanent records of the conference/mission/field.

b. Copies of Summaries to Union/Division—Copies of the local conference/mission/field summaries as gathered by the union publishing directors shall be filed with the union secretary and the Publishing Department of the division, the offices of which shall preserve these for permanent record.

3. *Christian Record Field Representatives*—Christian Record Services, Inc. shall keep a permanent record of total hours and collections per year for each field representative.

4. *Chaplains*—The division Adventist Chaplaincy Ministries Director will be responsible for keeping current a history of ministry assignments for each duly endorsed chaplain serving in a non-denominational institution or organization. If the chaplain re-enters denominational employment, Adventist Chaplaincy Ministries will forward a copy of the ministry assignment history to the new employer.

E 70 40 Auditing of Service Records—Auditors shall audit service records as a part of the regular salary audit of denominational organizations and verify that the backup procedures in the automated system are being followed.

