



Arkansas-Louisiana Conference of Seventh-day Adventists

Locally Funded Position Information Sheet

Name of Facility _____ Date _____

Position Information

Job Title _____

Job Duties _____

(Attach Job Description)

Position Supervisor _____

Supervisor Email _____

New Position Restructured Position

If Restructured, describe changes _____

(Attach additional information)

Voted Hourly Rate _____ Gross Pay _____

Voted Weekly Hours (check one)

- 30-35 Hours per Week (includes the following benefits)
 Healthcare
 Retirement Match
- 20-29 Hours per Week (includes the following benefits)
 Retirement Match
- 19 Hours or Less per Week (no benefits available)

Church: Pastor Signature (Head Elder Signature if no Pastor in district)
School: School Board Chair Signature

Church or School Treasurer Signature

Minutes from the board meeting showing the voted position, pay rate, and weekly hours must be attached.

**Please return this form to Human Resources.
Keep a copy for your records.**