



HUMAN RESOURCES REPORT

Deanna Simeone
Human Resources Director

About the Team

The last five years have seen quite a number of changes in the Human Resources Department. Our previous HR Director and HR Generalist both moved on. Deanna Simeone, who has served in the SCC HR department for 18 years (eight as the Assistant Director) was asked in November 2021 to lead our new team as Director. In January 2022, Ashton Hardin-Artiga, who had been serving in the SCC Education Department, made the move to HR as Associate Director. A few months later, in June 2022, Belinda Simoni joined the team as our new HR Generalist. What a great team we have.

STATEMENT OF PURPOSE

The Human Resources (HR) Department supports SCC administration in strategically managing the human resources of its entities and members. HR provides employment services in recruitment, hiring, remuneration, benefits, employee relations, retirement, health & wellness, and training & development. HR serves in an advisory capacity to facilitate compliance with organizational policies and with federal, state, and local laws for the leadership and management of all entities.



Ashton Hardin-Artiga
ASSOCIATE DIRECTOR



Belinda Simoni
HR GENERALIST



Highlights

We were constantly busy with onboarding new employees and offboarding employees leaving employment with SCC. We process retirement applications for employees who retire from working with SCC now or in the past. We also assisted employees who needed to take FMLA (Family Medical Leave).

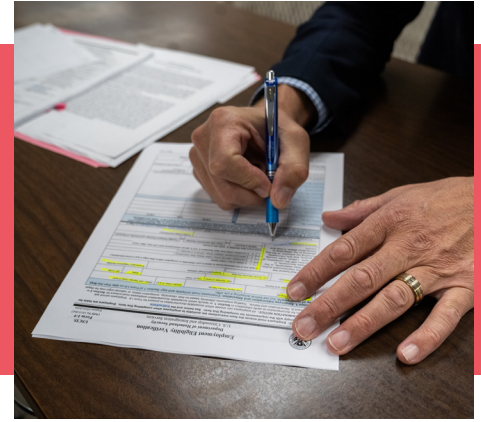
2019-2023 QUINQUENNIAL STATS

1,094
NEW HIRES

647
SEPARATING
EMPLOYEES

88
RETIREMENTS

90
EMPLOYEES
USING FMLA



EVERFI TRAINING

In 2021, a new harassment prevention training program was implemented for all employees through Foundry-EVERFI. All employees must complete this important training every two years.



AB 506

2022 brought a new CA law, AB 506, which requires that all administrators and employees of Youth Service Organizations have Live Scan background checks and complete CA Child Abuse Mandated Reporter training. This process was implemented for all employees in 2022 and is now a part of the onboarding process for all new hires.

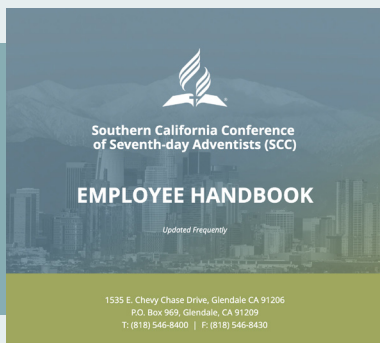
Human Resources continues to work with Risk Management to implement this same program for all church and school volunteers.

SCC HR also hosted a union-wide training session for leaders from our fellow CA conferences on how to get started with the processes. Instruction was given on how to register with the DOJ and FBI, become Custodian of Records and Head of Agency, and how to implement the program in their conferences.

Our Associate Director also became a licensed fingerprint roller, which allows employees and volunteers to have their Live Scan completed right at the conference office. (An appointment is required.)

EMPLOYEE HANDBOOK REVISION

Finally in June of 2022, the long-awaited revised online employee handbook was launched via Blissbook. We thank the officers, HR, and Karen Cress of cultureshift.co for the many hours of work put into this project.



POSTER GUARD®

In an effort to keep all of our conference entities in compliance, we have partnered with Poster Guard® to issue State and Federal labor law posters. In 2023, all of our entities have received these mandated notices. These are required to be posted in each entity where employees can see these regulations. Failure to comply can result in significant fines. Poster Guard® will stay on top of changes in the laws and send updates to each entity as necessary.



Education & Training

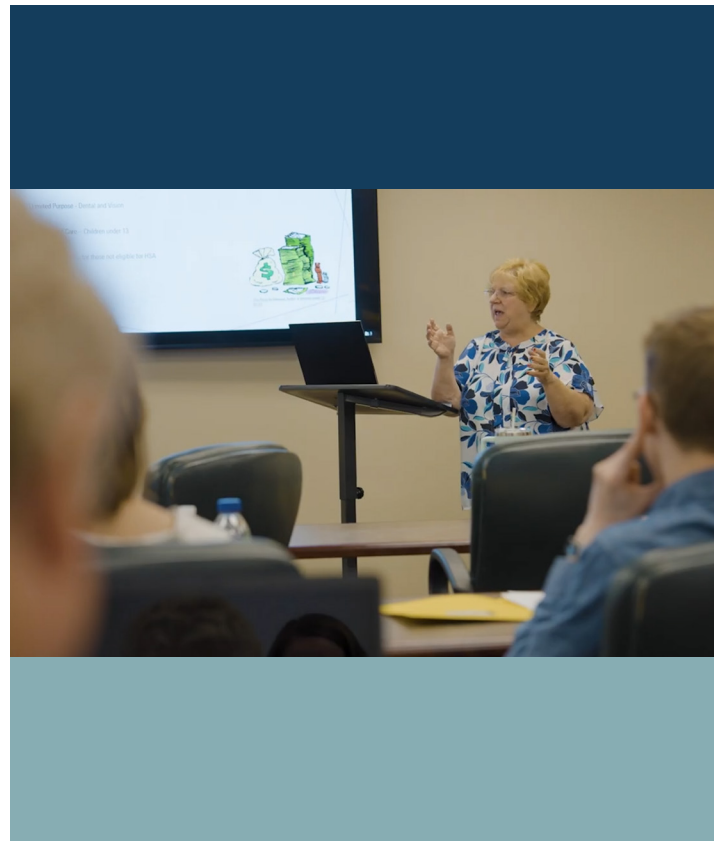
We endeavor to educate our employees and entities about the mission and ministry of Human Resources as we conduct:

- New employee orientation – twice-monthly
- Treasurers training – annual
- General pastors training/region pastors meetings
- Principal and business managers training
- Preschool director's in-service

We continue the work of:

- Developing and revising policies
- Working with attorneys regarding changes in employment laws and obtaining R-1 visas for eligible workers
- Government reporting – CA pay data, EEO-1, ACA
- Ensuring conference compliance with employment laws

Members of the HR staff attend the annual NAD Human Resources Conference and NAD Risk Management Conference to increase our knowledge of applicable laws and policies that impact the conference and its employees.



Goals for the Next Five Years

Develop a Wellness Reward and Incentive program for employees.

Implement an HRIS (Human Resources Information System) to streamline HR processes, reduce manual task of onboarding and offboarding, benefits administration, and HR reporting.

Employ additional HR staff to better meet the needs of our employees and entities.