

## #5.20

### **SALARY AND HOURLY RATE CHANGES**

Each pay increase or job change requires a completed salary/hourly Rate Change Form to be completed by the Pastor and returned to the Office Administrator. A copy shall be kept in the employee's personnel file. If the employee participates in a Board of Pensions program the Office Administrator shall complete a Salary Change Form, with proper signatures, and forward it to the Board.

RESPONSIBILITY: Compliance with all Federal and State Employment Regulations and ethical human resource practices are the responsibility of the Pastor, Office Administrator and Personnel Committee.

#4.9e renumbered #5.20

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