

TITLE: Have you seen the new overtime rules - and why job descriptions are more important than ever!

Very few churches have complete job descriptions, and for those that do, most have not been updated in a very long time. December 1, 2016 is a very significant date in the world of labor law and compensation requirements. If you have not already read about the changes, and how they will affect churches (no- you are not EXEMPT!), please take a few minutes to visit the Human Resources site at WNCC-Admin. There you will find a couple of articles, FAQ's, and sample job description templates I hope you will find helpful. You may also find reference materials in the attached links that provide guidance on writing good job descriptions, and more detail on the Wage and Hour changes effective December 1<sup>st</sup>.

Sources and resources:

<http://recruitloop.com/blog/how-to-write-a-job-description/>

<http://hr.blr.com/HR-news/Compensation/Job-Descriptions/zn-Tips-Creating-Standard-Job-Description-Format/#>

<http://wnccadmin.org/HRPublications.cfm>

[www.shrm.org](http://www.shrm.org)

The Church Network (powered by the National Associate of Church Business Administrators) has many resources that encourage work with staffs and teams. There are articles, continuing education events, and other resources related to hiring staff, evaluating staff, personnel policies, job descriptions, teamwork and more. Find out more at <http://www.nacba.net/>. If you become a member, many resources are free and membership includes a monthly publication with useful articles and information. The resources are helpful for pastors, staff parish committees, trustees, and other church leadership; as well as, church business administrators and finance committees.