



HOW TO HIRE A SUBSTITUTE TEACHER

STEP BY STEP INSTRUCTIONS TO STAY ON TRACK WHEN HIRING A NEW SUBSTITUTE TEACHER

1. EMAIL ADMIN@IMSDA.ORG TO LET HR KNOW YOU'RE HIRING A SUBSTITUTE

- HR will then walk you through the process below and send you the New Hire Packet
- **Important Note:** All employees hired by the Conference must be a member of the Seventh-day Adventist church

2. FILL OUT THE NEW HIRE FORM ON THE IOWA-MISSOURI CONFERENCE WEBSITE

- <https://imsda.org/departments/human-resources/>

3. WORK WITH YOUR NEW EMPLOYEE TO COMPLETE THE FOLLOWING:

- I-9
 - **Pastors/ Principals/ Treasurers are responsible for filling out and signing Section 2 of the I-9**
 - Consult Page 2 for acceptable forms of identification
 - Original identification documents must be seen and copied, and copies must be sent in with the paperwork
 - Use "Iowa-Missouri Conference of SDA" for the Organization Name
 - Use "1005 Grand Ave, West Des Moines, IA 50265" for the Organization Address
 - **We will not be able to process your employee until this document is filled out correctly**
- Direct Deposit Enrollment Form
 - This will need to be accompanied by a voided check or a direct deposit form from the employee's bank
- Federal W-4
- State W-4
- Employment Application
- Background Check and Child Protection Training
 - <https://www.ncsrisk.org/adventist/index.cfm?>
- **All paperwork must be signed prior to the employee's start date**

4. MAIL ORIGINAL PAPERWORK TO THE CONFERENCE OFFICE

- P.O. Box 65665, West Des Moines, IA 50265
- **All New Hire paperwork must be in by the 15th of the month the employee is hired to process it before payroll**
- Employee paperwork and background check must be processed BEFORE the employee can start
- **Emailed scans will NOT be accepted**

5. HR WILL SEND A "CLEARANCE TO WORK" EMAIL TO THE SUPERVISOR AND SUBSTITUTE ONCE THE PAPERWORK IS PROCESSED

- **Please note: The employee is not authorized to work until the "Clearance to Work" has been issued. Any employee that works without authorization will be considered a volunteer**

6. SUBSTITUTE TEACHER FORMS MUST BE SIGNED BY THE PRINCIPAL AND TURNED IN BY THE 18TH OF EACH MONTH

- **All substitute teacher forms turned in after the 18th of the month will NOT be processed until the next month.**
- Employee must only work the agreed upon hours

For any questions, please contact Mary Freeman at 515-223-1197 x 2116 or admin@imsda.org