



## Statement of Purpose

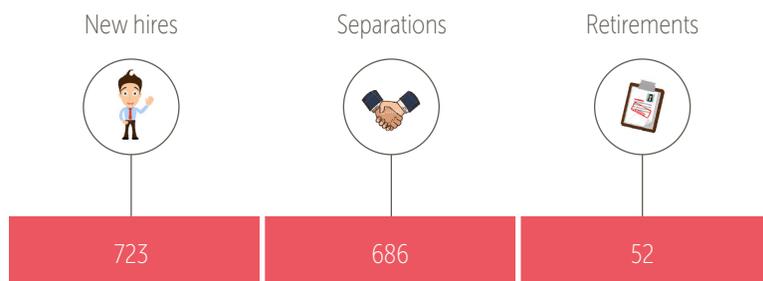
The human resources (HR) department supports SCC administration in strategically managing the human resources of its entities and members. HR provides employment services in recruitment, hiring, remuneration, benefits, employee relations, retirement, health & wellness and training & development. HR serves 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.

## About the Team

To meet the increasing needs of its employees in the area of HR, an experienced HR professional, Iris Chuah, was recruited to fill the vacant HR director position and an HR-trained individual, Danielle de Asis, was hired to provide expanded administrative support in the upgraded HR generalist position. Deanna Simeone's knowledge and expertise stems from her 13 years of experience performing HR functions for this conference; the last six of those years have been spent as assistant HR director.

## Highlights

### 2015-2018



Throughout the last four years, HR was kept busy with 723 new hires, 686 separations and 52 retirement applications processed. At the same time, the department continued its semimonthly new employee orientation to educate new employees on employment benefits and conducted various workshops for the school principals and business managers, and church pastors and treasurers to review HR issues and updates on related topics and legal compliance.

Throughout 2018, job descriptions for several positions at the conference office and the local entities were developed and standardized, containing SCC's mission and core values.

# Health & Safety

In early 2018, background checks commenced for employees in ministries involving minors, using the web-based platform [Protect My Ministry](#).

The HR team also worked on implementing safety checks to minimize work injuries in the workplace. The conference office and the ABC building had their first facility safety check in 2018. An injury and illness prevention program for employees was put in place and distributed to all the churches and schools. Disaster drills for employees started with a mass shooter response training in 2018.

In the area of ergonomics, HR introduced standing desks for office staff to improve health and wellness in 2018. More than 50% of the conference employees have since switched to standing desks. Improving workers' safety is an ongoing process.

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## Thrive!

In the summer of 2018, HR launched a series of free quarterly classes entitled Thrive! The program continued with three more series in the following fall, winter and spring. These classes were taught by employees for employees on topics including exercise, nutrition, arts and crafts, self defense and emotional intelligence. These provided an avenue to physical, mental and social health and well-being and had a total of 97 registrations in the 10 classes.





## Events

### Employee Appreciation Festival & Benefits Fair

In October 2018, the HR staff organized a major social event: the employee appreciation festival and benefits fair for SCC employees. The event allowed administrators to thank employees for their service while also facilitating interactions between employees. It also provided a great opportunity for employees to avail themselves of important information on group benefits, enjoy great food and win attractive prizes. A total of 230 attendees enjoyed the two-day event at two locations.

As one attendee put it, “This event was a great opportunity to learn about my benefits as an employee, and I felt like the administration really cares since they put the time and energy into creating such an event.”

The success of this project is attributed to the collaborative efforts of the administration and employees, immense outpouring of support in the form of volunteered time and fundraising, diverse delectable international cuisine, numerous enticing prizes and music by a live band.

## Goals for the Next Four Years

- Revamping the employee handbook.
- Developing a modern web-based employee benefits administration.
- Implementing an employee engagement program via an employee rewards and recognition program and utilizing tools for purposeful interaction with employees.
- Overhauling training and development to: require sexual harassment training for all employees and promote need at churches, implement an employee safety training to improve worker's compensation program and increase awareness of the importance of child safety through screening and education.
- Installing document management software for high-volume data to capture and automate paper-driven and time-intensive manual processes. Launching a regular employee newsletter to enhance staff communication.
- Expanding size and availability of interest classes to employees and members.