

## "Employing Non-SDA Members

### RATIONALE

*"For Seventh-day Adventists the free exercise of religion includes the right to operate educational institutions that are distinctively Seventh-day Adventist. The creation and maintenance of such institutions require that they be staffed only by those individuals who are in complete harmony with the beliefs and practices of the Church. Hence, in the employment of personnel for its educational institutions one of the occupational qualifications for any position is that the individual must be a Seventh-day Adventist, committed to the program of the church."* (NAD Working Policy--FEA 05 30 Nondiscrimination Exception--Employment)

### EXEMPTION GUIDELINES (Oregon Conference)

In order to protect the church's ability to hire only Seventh-day Adventist employees and in harmony with the North American Division and North Pacific Union Employment Policies, all school employees in the Oregon Conference are to be participating and supporting members of the Seventh-day Adventist church. However, in some situations it has been difficult to find a Seventh-day Adventist with the correct qualifications and/or experience for a specific course or program on a part-time basis. In these situations the following exemption conditions and procedures have been established.

Positions qualifying for an exemption request must be for a limited part-time assignment in an area requiring specific qualifications and/or experience. In order to qualify for an exemption the institution must comply with the following steps to indicate that an extensive search has been made for a qualified member of the Seventh-day Adventist church.

**PROCEDURAL STEPS AND INSTITUTIONAL RESPONSIBILITY:** The institution is required to verify that they have:

1. Notified the conference Office of Education of their specific need indicating the class or position to be filled.
2. Advertising the position, including advertising in the local church bulletins and/or newsletters; posting the available position on the institution's website; and utilizing other avenues of dissemination and recruitment such as the North Pacific Union Conference *Gleaner*, etc. as applicable.

**REQUESTING AN EXEMPTION:** If no qualified Seventh-day Adventist is available, the institution may request an exemption for an individual that is available to fill the specific need that is not a member of the Seventh-day Adventist church based on the following conditions:

1. The recommended individual has been properly referenced.
2. The prospective employee indicates that he/she is supportive of the religious concepts and philosophy of the Seventh-day Adventist church.
3. The prospective employee understands that the institution reserves the right to employ only members of the Seventh-day Adventist church.
4. The institution and prospective employee understand that exemptions, if granted, are limited in nature and the school must continue to periodically seek a qualified Adventist for the position.
5. The Institution's director or principal must sign a statement of compliance indicating that the proper steps have been implemented in the employee search to justify the granting of an exemption to policy.
6. No commitment is to be made to a prospective employee until the institution receives official confirmation that the request for an exemption has been granted by the Oregon Conference Office of Education.