

Oregon Conference of Seventh-day Adventists

Local Church and School

2021 Payroll Costs & Wage Guide

Payroll costs will be billed monthly to the local church or school and will include the following:

1. **Employee Wages:** The chart below describes the wage scale for certain positions at our churches and schools. These are the basic wage amounts. In addition to the wage amount, employer payroll taxes will be charged to the church or school. Payroll taxes include:

- a. **Social Security and Medicare (FICA):** employer's share is 7.65% of the employee's gross wages.
- b. **Unemployment:** (applies to Oregon locations only) Local staff who are released from employment in Oregon may file for unemployment benefits. All unemployment charges, if approved by the Oregon Unemployment Department, will be billed back to the local entity.

In Washington, employees of a church organization, such as the Oregon Conference, are not eligible for unemployment under state law. Washington churches and schools should notify employees at the beginning of employment that the employee will not be eligible for unemployment benefits in connection with his or her employment with the church or school. Because of church-state separation issues, Washington will not assess this tax against a church organization but Oregon does.

- c. **WA Paid Family and Medical Leave Premiums:** (applies to WA employers only) Employers are required to pay premiums of .4% of the employee's gross wages to the Employment Security Department (ESD). Employers must withhold from employees 63% of .4%, and employers must pay 37% of .4% of the employee's gross wages.
- d. **Workers' Compensation:** (applies to Oregon employers only) includes both the workers' compensation insurance for the position and the amount the state requires to be contributed to the Workers' Benefit Assessment Fund (SIAC). Percentage charged varies by position.
- e. **Wages: Community Rates for hourly positions:** North American Division (NAD) policy requires hourly, non-exempt positions to be paid at community rate levels. Salaried, exempt positions must be paid at NAD-established pay rates. The Oregon Conference uses the Oregon/Washington Employment Department statistics about state-wide average wages to set community rates for hourly positions.

Locally-funded staff are employees of the Oregon Conference and must be paid within the high/low wage ranges. These are open ranges that allow your entity to determine where to place someone and the affordability of any increases within your own local budget.

The state-wide wage averages for some of the standard positions at our churches and schools are shown below: *If you wish to have information regarding wage rates specific to your county and wish to pay based on those rates, please contact the Conference Human Resources Department for that information.

The standard increase to minimum wage in **Oregon starting 7/1/2021 is \$12.75** (or \$14.00 in the Portland Metro area or \$12.00 in non-urban counties) and **Washington is \$13.69** effective Jan. 1, 2021.

Job Category	Minimum Hourly Wage Level* for Locally-Funded Positions (based on community rates)	Maximum Hourly Wage Level for Locally-Funded Positions (based on community rates)
Bookkeeper/Accountant/Church Treasurer	The minimum wage in your area	\$29.88
Bus Driver	The minimum wage in your area	\$22.58
Child Care Worker	The minimum wage in your area	\$18.13
Preschool/Daycare Teacher	The minimum wage in your area	\$21.07
Custodian/Janitor	The minimum wage in your area	\$20.69
Maintenance	The minimum wage in your area	\$30.37
Cooks, Cafeteria	The minimum wage in your area	\$21.88
Registrar	\$14.55	\$18.86
Secretary/Administrative Assistant	The minimum wage in your area	\$28.42
Teacher's Aide	The minimum wage in your area	\$20.18

Secretaries and Janitors

Secretaries and janitors must be paid on an *hourly* basis and need to report the hours they are working each payroll period. Extra hours may not be “volunteered” without pay. Please see the chart above for minimum and maximum hourly amounts. Only the employee may perform work; family members may not assist with work unless they are also employees.

Worship Coordinator, Minister of Music

These employees should be paid on an *hourly* basis and need to report the hours they work each payroll period. The minimum hourly rate of pay (based on Oregon statewide statistics) should be the minimum wage of your area, with a maximum of \$38.47.

Church Treasurers

If a church chooses to pay its treasurer (rather than have the individual volunteer *all* of his or her time), the treasurer must be paid as a non-exempt/hourly employee. Because of the increased scrutiny on paying employees correctly, Church Treasurers are not able to be paid a set salary. Church treasurers will be classified as a hourly position. The locally-funded church treasurer *must* keep a time card and report hours each payroll period to comply with wage and hour laws. See the chart on the first page for the wage range for this position.

Bible Worker Trainers

If a church wishes to hire a Bible Worker Trainer, the Bible Worker must be classified as a non-exempt/hourly employee. in accordance with at least the minimum amount listed below. Because of the increased scrutiny on paying employees correctly, we can no longer allow for our Church Bible Workers to be paid a set salary. Starting 1/1/2020 church Bible Workers will be classified as an hourly position. The locally-funded church Bible Worker *must* keep a time card and report hours each payroll period to comply with wage and hour laws. Wage range for the hourly rate you may choose from: Low - *\$minimum wage*, High – \$20.00

No food or lodging should be provided as part of the work arrangement due to the difficulty of calculating the value of this additional taxable compensation.

2. **Benefits:** Benefits may apply to some positions in accordance with North American Division policy. Most benefits are tied to full-time employment (38 hours a week or more). The Adventist Retirement Plan is available to part-time employees who are regularly scheduled to work at least 20 hours a week or more. Benefit costs that local churches or schools may need to budget for include:
- a. **Health Care:** Employees regularly scheduled for and working 30+ hours per week. Employer costs are from \$525-\$1,433/month (breakdown of rates at bottom of document). Under the federal Affordable Care Act, coverage must be available to employees working at least 30 hours per week. Hours will be tracked and the average will be evaluated for coverage eligibility in the following year for employees who are close to the 30-hour threshold.
 - b. **Adventist Retirement Plan:** For eligible employees working 20 hours a week or more (employer basic contribution is 5 percent of pay and if employee makes voluntary contributions, the employer matching contribution is up to 3 percent of pay).
Retirement Allowance: If employee has been in denominational employment for a long period of time, ask the Conference about budgeting for potential costs associated with paying a retirement allowance upon retirement if employee is eligible under policy. If service credit is sufficient, cost can be significant (over \$10,000).
 - c. **Basic Group Life Insurance:** full-time employees only (\$14.15/month for full coverage. If full-time employee declines coverage above the \$50,000 tax-excluded benefit, the employer cost per month is \$9.29).
 - d. **Long-Term Disability Insurance:** full-time employees (monthly wage x .00414).
 - e. **Vacation, paid holidays, and sick leave:** are determined by NAD policy.
 - f. **Tuition Assistance:** full-time SALARIED/EXEMPT employees only.

Monthly Healthcare Costs for Locally-Funded Employees	
	1/1/21 to 12/31/21
Employee	\$525
Employee + 1 Child	\$756
Employee + Children	\$987
Employee + Spouse	\$1,050
Family	\$1,433

Please direct payroll questions to the Oregon Conference Payroll Department: payroll@oc.npuc.org or 503-850-3500. Classification/benefit questions should be directed to David Perrin, or Violet Paraschuk in the HR Department: david.perrin@oc.npuc.org, or violet.paraschuk@oc.npuc.org or 503-850-3500.