

Employment Changes

Procedure Name:	Employee Changes
Scope:	Long-Term Domestic Employees
Revision Date:	May 10, 2023
Last Review Date:	May 10, 2023



This Notification process is specifically for long-term domestic employees and **does not apply** to employees who are part of a Fixed-Term or International.

If you are a Fixed-Term or an International staff member, please contact your liaison for instructions and information.

- Fixed-Term (interns/residents/fellows) - contact Leanne Strickland at leanne.strickland@reliant.org (689) 206-0185
- International - contact Adrienne Bridges at international@reliant.org (407) 801-8397

Types of Changes

Change in Hours

Reliant staff are responsible for notifying Reliant when they experience a change in their hours.

Required Steps

- To notify Reliant of a change in your hours, please fill out the form below. This form must be shared and APPROVED by your Supervisor. In most cases, especially for people in initial MTD status, we advise also sharing it with your MTD Coach so they're informed of your change.
- A change in hours requires a new [Support Goal](#), which you may submit on Toolbox. This is where you will indicate your new number of hours worked per week.
 - The completed form with Supervisor approval and your new support goal need to be submitted before the payroll changes deadline of the 16th to be processed for the next paycheck.

[Change in Hours - Notification Form](#)

Other Possible Steps

- Changes to 30 or more hours will require enrollment in Reliant's medical insurance plan (unless you meet the waiver criteria) and Reliant's Life and Long-Term Disability Insurances.
 - For more information, go to: [Medical Insurance](#) and [Reliant's Benefits & Insurances - Overview](#)
- A reduction in hours below 30 will result in a loss of eligibility for medical, dental, and life insurances.
- A change in hours will also result in a change in benefit levels related to PTO, education reimbursement, Ministry Expense Bonuses, and 403(b)9 match.
 - Remember, if you want to change the amount of our 403(b)9 withholding, log into [Principal](#) to make the change.
- Significant changes in hours (especially a decrease of more than 5 hours) will require donor notification through a prayer letter.
- If also changing staff level, an updated [Job Descriptions](#) must be submitted.

Change in MTD Coach/Supervisor

Reliant staff members must notify Reliant when they experience a change in their MTD Coach and/or Supervisor.

To notify Reliant of a change in your MTD Coach/Supervisor, please complete the form below.

Change in Ministry Assignment/Ministry Location

Sometimes in their career, field staff desire to transfer from one ministry location to another. If you are considering this, connect with your liaison to begin the process and walk you through the steps below.

Required Steps

- Contact your current liaison to let them know of your desire to transfer to a new church/ministry.
- Fill out the Change in Ministry Form.

Change in Ministry Assignment/Ministry Location - Notification Form

- Connect the Program Team and the new church or ministry to establish a new partnership (if there is not a partnership already established).
 - NOTE: If you are changing locations, you may also be transferring to a new Program Team in Reliant. Talk to your current liaison to understand this transition.
- Apply to the new church/ministry through Reliant's application system.
- Receive reference from previous church (if not already received in the application.)
- Receive a positive hiring decision from the new church/ministry and Reliant.
- [Update your profile on Reliant.org](#)
- Update your support goal if needed.
- If you have moved due to the change, a new [Contact Info Change Form - US](#) form should be completed.
- Update and submit new [Job Description](#)
- Communicate to MTD partners about the change. Do additional MTD as needed for your new role.

Change in Sponsor Church (Special Admin fee)

For more information on a Sponsor church - See [Sponsor Church](#)

To notify Reliant of a change in your Sponsor church, please fill out the form below.

Change in Sponsor Church - Notification Form

Recently Married Notification

Please see the Solomon page - [Newly Married Checklist](#) for additional information.

For questions, please contact your liaison			
US Staff	Collegiate and GCC Staff	International	Fixed Term

Questions?



Becca Isaak

Email: becca.isaak@reliant.org

Phone: 407-743-0076

Title: US Liaison

Department: [U.S. Churches & Ministries Team](#)

Questions?



Kathy Zellinger

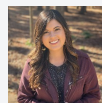
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Title: Collegiate Program Liaison

Department: [Collegiate Program Team](#)

Questions?



Adrienne Lansing

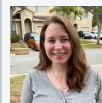
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Title: International Liaison

Department: [International](#)

Questions?



Leanne Strickland

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Title: Fixed Term Liaison

Department: [Fixed Term](#)

Related pages

- [Transitions](#)
- [Exiting Employment](#)
- [Release to Assignment](#)