



# ORIENTATION

THE COVENANT SCHOOL  
2024-2025



## ORIENTATION

Not unto us, O Lord,  
not unto us; but to your  
name be the glory.

**Psalm 115:1**



# HUMAN RESOURCES



**Kerri Ridenour**

Human Resource Specialist

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# HUMAN RESOURCES

- Recruitment
- Onboarding
- Employment Contract
- Compensation and Benefits
- Performance Management
- Worker's Compensation

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# EXPONENTHR

- Update personal information
- Review and sign Employee Handbook (by September 1)
- Employee directory
- Organizational chart
- Benefit selections (OPEN ENROLLMENT - September 3-9)
- Performance evaluations
- Submit expense reimbursement request
- View and retrieve monthly pay stubs
- View and retrieve annual W-2



# EMPLOYEE HANDBOOK

- Purpose (standardize font sizes)
- Schedule
  - School Year
  - Summer (June/July)
- Statements of Faith and Beliefs
- Student Safety
  - **Complete MinistrySafe Training by September 1**



# EMPLOYEE HANDBOOK

## *Work Place Commitments*

- Employee Relations
- Conflict Resolution
- Discrimination
- Harassment
- Sexual Harassment
- Privacy
- Whistleblower Policy

Joe Brogdon, Controller

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# EMPLOYEE HANDBOOK

## *Professional Conduct and Personal Behaviors*

- Drug and Alcohol Usage
- Smoking
- Outside Employment
- Appearance and Dress Code
- Social Media Usage
- Cell Phone Usage
- School Equipment Usage





# PAID TIME OFF

- Personal Days
  - Part-time: 5 days
  - Full-time: 7 days
- Vacation Days
  - Full-time, 12 month: 12 days
- Requests and approvals
  - ReadySub



# BENEFITS

## *Covenant Provides*

- Medical Plan - 100% of employee's premium
  - Health Savings Account - \$600 per year
  - Health Reimbursement Arrangement - \$3k
- Telemedicine Plan
- Retirement Plan - 4% match
- Life Insurance Policy - \$50k
- Long-term Disability - 66% of earnings

## *Voluntary Options*

- Dental, Vision, Accident, ST Disability, Cancer, Critical Care



# LUNCH PROGRAM

GUESS WHO'S  
COMING TO DINNER?  
**CATERERS**



- \$2 lunch for staff only
- No negative balances
- For more information, visit <https://www.jotform.com/app/231436643984161>.



# ORIENTATION

*We are here for you!*

*Remember to ask for help!*



# ORIENTATION

# QUESTIONS