



ALLEGHENY EAST CONFERENCE CORPORATION OF SDA
AGREEMENT TO REMIT

I, \_\_\_\_\_, am an authorized representative\* of the
\_\_\_\_\_ ("Church/School") located at
\_\_\_\_\_.

The Board of the church/school has reviewed the position and funding information on the Allegheny East Conference New Hire form and agrees to submit to the Allegheny East Conference the total amount of \$ \_\_\_\_\_ per month plus 7.65% FICA required to fund the position (attach a copy of the Board action/resolution).

The church/school will send the Allegheny East Conference \$ \_\_\_\_\_ on or before the 20th of each month to cover the remuneration and benefit costs for the approved position.

If the church/school does not provide the necessary funding for the employee's remuneration and benefits to the Conference in a timely manner, the church/school acknowledges that the Conference may, in its sole discretion, take any of the following actions:

- (i) place the employee on an unpaid administrative leave until sufficient funding is received by the Conference for the past due and current requirements.
(ii) revise the terms of employment between the Conference and the employee.
(iii) cease the employee's employment due to insufficient funding and terminate any employment agreement.

[Signature of Authorized Representative of Church/School]

[Print Name]

Date

\*An Authorized Representative must be an employee of Allegheny East Conference Corporation of SDA. That is, the pastor of the local congregation and the principal/lead teacher in the case of a school. For congregations with no pastor assigned please contact the Director of Human Resources.