

Understanding the Difference between a *Call for Interdivision Service* and an *Independent Transfer*

- A call for Interdivision service is processed through a voted action by the North American Division Committee for Administration (NADCOA) and International Personnel Resources and Services (General Conference). All expenses, including moving and annual leave is paid by the calling organization.
- An independent transfer is processed when an individual has moved at their own expense, without a regular call.



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*How to Process
an
Independent
Transfer;
Before & After
Employment*

Independent Transfer Process Prior to Employment

*According to the NAD
Working Policy E 20 10*

- In writing, the individual states to their employing organization that they wish to leave and move to the North American Division. This information is sent to the home division.
- The home division explains to the individual, in writing, the impact of denominational policies on the service record and the retirement benefit expectation of the home division if the individual leaves.
- North American Division is made aware of the intended transfer and NAD explains, in writing, to the individual the terms under which the independent transfer will be approved, and what future expectations they might rightly assume under policy.
- The individual, after receiving notice from their home division and the North American Division, shall submit a signed letter to their current employer, home division, and North American Division stating that they understand and accept the terms of the independent transfer and the conditions associated with it.

- Before individual leaves, the home division shall forward their service record to the North American Division secretariat office and give a copy to the individual for their records.

Independent Transfer Process After Employment

- Once employed, the Secretariat/ Human Resources office of the employing organization works with the individual to complete an application for an independent transfer.
- Secretariat/Human Resources office sends completed application, copy of service record and I-9 form with supporting documents to NAD secretariat office.
- NAD sends a verification form (S-252) to the home division to verify the years of service and whether the individual is financially and morally cleared.
- Once NAD receives the S-252 form and a copy of the service record from the base division, a confirmation form (S-254) is sent to the individual to make sure the years of service are correct. This form is signed by the individual and returned to NAD secretariat.
- NAD reviews the file and if the following are obtained then it will go to committee for voting:
 - ✓ Application (S-251)
 - ✓ Current NAD service record, I-9 and supporting documents
 - ✓ Service record from home division Years of service verification (S-252)
 - ✓ Confirmation of years of service (S-254)

- Once approved, a letter is sent to the employing organization indicating when the action was voted.

Additional Important Information

- Individual will be responsible for obtaining/maintaining the visa and work permits required by the country in which they will be employed in the North American Division. (They should not be employed until all applicable immigration and employment documentations are in order).
- The future employer is not responsible for any expenses, however they may grant financial assistance up to the maximum equivalent to actual air fare from port of departure to place of new employment.
- Any financial obligations by the individual to the former employing organization must be mutually satisfied or negotiated between new and old employers.
- The independently transferred employee is not eligible for annual leaves nor for financial assistance for travel to the home division.

