

authority to effect separation of employment of such employee before expiration of the term for which he/she was elected.

## **E 60 Conference or Mission/Field/Section President**

Inasmuch as the conference or mission/field/section president stands at the head of the gospel ministry in the conference or mission/field/section and is the chief elder or overseer of all the churches, a conference or mission/field/section president shall be an ordained minister.

## **E 65 Employees Released From General Conference Responsibilities**

[Repealed Annual Council 2019]

## **E 70 Recording and Preserving Employees' Service Records**

**E 70 05 Service Records**—The purpose of the service record for all denominational employees is to provide a permanent historical summary of Church employment. It shall be detailed enough to meet the needs of the denominational Retirement Plan in which the employee participates. The service record shall be kept on the standard form, or in a digital format approved by General Conference Secretariat, which provides the same data and is readily understood across denominational lines. There shall be duplicate copies, either standard form or digital format, that are durable and secure.

**E 70 10 Definition of Employee**—All individuals receiving remuneration from denominational organization payrolls are, for the purpose of the E 70 policy, considered employees.

**E 70 15 Responsibility for Service Records**—Responsibility for keeping the service records is as follows:

1. *International Service Employees*—Assistant Secretary, General Conference Secretariat (Service Records Office).
2. *General Conference Staff*—Director of General Conference Human Resources.