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Serving the Evangelical Congregational Church

Home of the Arvel H. Sweigart

Memorial Nature Resource Center

TWIN PINES

CAMP, CONFERENCE & RETREAT CENTER

Memo

To: All Employees of Twin Pines
From: Twin Pines Office
Date: December 2018
Re: Employee Records for the Year Beginning January 1, 2019

The IRS has advised us that we are not required to have employees complete a new W-4 Form (for determining federal tax withholding) every year. However, if you desire to change any information on your form, you need to complete a new W-4 form, or else your deductions will remain as they were on the most recent form we have in our personnel files. Thanks for keeping us updated. (If you are a new staff member, you must complete the new W-4 form.)

A schedule of “Salary and Benefits” is on file in the office as follows:

- TPS-6 Seasonal Salaried Employees
- TPS-7 Seasonal Hourly Employees

A copy of the salary and benefits schedule for the category under which you are employed is available from the office.

As a non-profit, charitable, religious organization, Twin Pines does not participate in the Pennsylvania Unemployment Compensation program. This means that as an employee of Twin Pines you will not be eligible for any of the benefits of this program.

All employees are encouraged to discuss any questions, concerns, or problems relative to their job at Twin Pines with their immediate supervisor. In the event that you feel you have not been treated fairly by your supervisor, you may appeal to our Executive Director providing such appeal is made in writing.

Employees will not be paid until all necessary paperwork has been handed in to the office.

Your signature affixed below indicates this information was read and understood by the employee.

Employee: _____ Date: _____