



## DIOCESE OF SACRAMENTO

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OFFICE OF LAY PERSONNEL

# Memo

To: Pastors, Agency Directors, Office Managers, and School Principals  
From: Anna Schiele/Director of Lay Personnel  
Date: November 4, 2019  
Subject: Updated Personnel Forms

The new hire checklists have been updated on the diocesan website to reflect recent changes. The latest versions can be found under the “New Employee Materials” section of the website by clicking the following link: <https://www.scd.org/lay-personnel/employee-forms>.

In addition, there is a sexual harassment flyer that should be distributed to all new employees. The flyer will provide instructions for the new employee to register and complete the mandatory training. This form can also be found on the diocesan website under the “New Employee Materials” section.

Please visit the website (<https://www.scd.org/lay-personnel>) to access the most current forms. For any further questions or concerns, please contact our Lay Personnel department at (916) 733-0239 or [personnel@scd.org](mailto:personnel@scd.org).

Thank you.