



DIOCESE OF SACRAMENTO

2110 Broadway • Sacramento, California 95818 • 916/733-0100 • Fax 916/733-0195

LAY PERSONNEL

April 27, 2020

To: Pastors and Parochial Administrators

FR: Anna Schiele

RE: **2020 Annual Administrative Workshop**

In light of the current Shelter-in-Place orders due to COVID-19, we will no longer be holding in-person meetings. The information normally provided at this workshop has been made available on our diocesan website and can be accessed by clicking the following link:

<https://www.scd.org/lay-personnel/administrative-workshop>

We have provided this information to the benefit administrators, bookkeepers, payroll contacts and office/business managers. Please refer to the attached flyer regarding the communication that was sent out. Please feel free to share this communication with any other appropriate parties.

If you have any questions or concerns please feel free to contact the Lay Personnel Department by phone at 916-733-0239 or by email at personnel@scd.org.



2020 Annual Administrative Workshop

*for Pastors, Administrators,
Bookkeepers and Secretaries*

Lay Personnel Policies | Employee Benefits | Accounting Practices

In light of the current Shelter-in-Place orders due to COVID-19, we will no longer be holding in-person meetings for the Annual Administrative Workshop.

Information will be made available on Monday, April 20, through the diocesan website at the following link:
www.scd.org/lay-personnel/administrative-workshop

After reviewing the presentation, if you have any questions, please submit them through the following link, which will be open for questions until Friday, April 24:
www.surveymonkey.com/r/ZFJJ6CC

T O P I C S

2020 Employee
Benefits Program

Wellness Program

Personnel Updates

- ADP Rollout
- Minimum Wage/PT 200
- Overtime/Lunch Premium
- Vacation/Sick Hours
- Sexual Harassment Training
- LOA's and W/C Cases
- AB5 Bill – Independent Contractors
- HR Retention Guidelines and Drawer Set-Up
- Personnel File Audit
- Livescan/Safe Haven



Presented by the **Diocese of Sacramento**
Office of Lay Personnel and **Office of Finance**
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