



DIOCESE OF SACRAMENTO

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LAY PERSONNEL

January 25, 2021

To: Pastors, Agency Directors, Office Managers, School Principals, and Human Resources Representatives

FR: Anna Schiele

RE: **Lay Personnel Handbook Revisions**

There have been a number of updates made to the Lay Personnel Handbook. Below is an overview of the main changes but **does not** encompass all of the changes. Please provide each employee with a copy of the revised Lay Personnel Handbook. Ensure each employee reviews the revised Lay Personnel Handbook in its entirety. The employee will then need to sign the acknowledgment forms from the back of the handbook and provide them to you. The signed acknowledgements must be placed in the employees personnel file. If the employee is a Diocesan employee please send the acknowledgement forms to the Office of Lay Personnel.

Overview of Changes:

1. Revised 15.0 Facilities Policies

- a. This policy has been updated to include Health Emergency situations.
 - i. As the result of the COVID-19 Pandemic, employers have been presented with the responsibility to comply with orders instituted by governmental authorities. These orders require the employer to institute workplace safety policies such as health screenings, telework, mandatory quarantines, reporting of possible exposures to government authorities, etc.

2. Revised 23.0 Meal and Rest Periods Policy

- a. The policy has been updated to ensure compliance with California State requirements.
 - i. An employee working a shift no more than 6 hours can waive their meal period by mutual agreement between Employer and employee. **The PT 502 Form must be completed prior to the shift occurring.**

3. Revised 30.0 Wage and Salary Review

- a. The policy has been updated to reflect current practices
 - i. A cost of living assessment is conducted each July. The Employer will review the fiscal year budget to determine if a cost of living increase will be provided to employees.

4. Revised 31.3 Sick Pay Policy

- a. The policy has been updated to expand the relationships eligible for use of accrued sick pay.
 - i. An employee may use 50% of his or her accrued sick pay to address illnesses of a spouse, child, grandchild, sibling, grandparent, or a parent of the employee or his or her spouse.

5. Revised 32.1 Medical Family Leave Policy

- a. The policy has been updated to expand the relationships eligible for a leave of absence and clarify the increments of use of baby bonding time.

- i. An employee may take a leave of absence to care for their own needs or for the needs of a spouse, child, grandchild, sibling, grandparent, or a parent of the employee or his or her spouse.
- ii. The use of baby bonding time must be taken in increments of at least 2 weeks.

6. Revised 37.0 Retirement Benefits Policy

- a. Updates in the handbook were made to align the policy with changes that were previously communicated and occurred to the pension and 403(b) in 2019.
 - i. On January 1, 2019, changes were put into effect regarding the Pension Plan and the 403(b) Retirement Plan. Contributions were no longer placed in the Pension Plan but were instead contributed into the individual employees' 403(b) accounts at The Standard. The contribution rate remained the same, 6% of an employees' gross pay. All eligibility and vesting requirements and individual employees' status under the Pension Plan carried over to the 403(b) Retirement Plan.

7. Revised 40.0 Statutory Benefits

- a. The policy has been updated to reflect the expanded number of weeks of wage replacement benefits as well as the eligibility of benefits for military families under the Family Temporary Disability Insurance (Paid Family Leave).
 - i. An employee may now apply for up to eight weeks of wage replacement benefits within a 12 month period, for time taken off work to care for qualified family members who are seriously-ill, or to bond with a new child.
 - 1. Previously an employee was only eligible for 6 weeks of wage replacement benefits.
 - ii. An employee is now eligible for Paid Family Leave for a qualifying event due to military deployment of the employee's spouse, parent, or child to a foreign county.

8. Revised 45.0 Online Social Media and Messaging Tools Policy

- a. The policy has been updated to include Messaging Tools that an employee uses on-behalf of the employer.
 - i. This revision will ensure that the Employer is able to have oversight on accounts such as messaging tools include Zoom, myParish App, Eventbrite, Survey Monkey, as well as project management applications such as Slack or Basecamp. Employer will also maintain access to such accounts if an employee were to leave the organization.

9. Removal of Agreement Regarding Arbitration of Disputes

New Policies:

The following policies are new policies that you will want to review and ensure you understand:

- **New 11.1 Hiring of Permanent Deacons and their Families**
- **New 50.0 Infectious Disease Preparedness and Response Plan**

If you have a question that is not listed please contact Lay Personnel at 916-733-0239.