



2021 Annual Administrative Workshop

*for Pastors, Administrators,
Bookkeepers and Secretaries*

Lay Personnel Policies • Employee Benefits • Accounting Practices

Due to COVID-19, we will be holding the Annual Administrative Workshop virtually via Zoom. The meeting will be held on **Tuesday, April 20, at 9am.**

Please RSVP by April 15th using the following link:

www.surveymonkey.com/r/VDXZ3WN

Once you have RSVP'd to attend the Workshop, information to access the Zoom Meeting will be provided to you via email.

TOPICS

2021 Employee Benefits Program

Personnel Updates

- Handbook Updates
- COVID Items
- Updated Personnel Forms
- Termination Requirements
- Equifax
- The Work Number
- Sexual Harassment Training
- LOA's and W/C Cases
- Breakroom Postings
- Livescan/Safe Haven
- Lay Personnel Background Check
- ADP Rollout



Presented by the **Diocese of Sacramento**
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