



2022 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 **Wednesday, April 13, at 9am.**

Please RSVP by April 6th using the following link:

www.surveymonkey.com/r/L9V53Z3

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

TOPICS

2022 Employee Benefits Program

Personnel Updates

- COVID Items
- Personnel Forms Best Practices
- Termination Requirements
- Transition of Key Positions
- 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**
Office of Lay Personnel and Office of Finance
2110 Broadway, Sacramento, CA 95818
916-733-0239 • fax 916-733-0238 • personnel@scd.org