



DIOCESE OF SACRAMENTO

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LAY PERSONNEL

November 21, 2022

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

FR: Anna Schiele

RE: **State-Required New-Hire Documents**

As a nonprofit religious organization, we are exempt from the California Fair Employment and Housing Act (FEHA). (See California Government Code sections 12926(d) and 12926.2.) However, there are provisions in California law that require all employers to provide workers with pamphlets at the time of hire containing information regarding regulations that we are exempt from.

To ensure employees are informed of this discrepancy, we have created a template memo to be used as a cover letter informing employees that while we must remain compliant with our legal obligation and provide the pamphlets to them, the information contained does not necessarily apply to them (as we are exempt from FEHA).

Going forward we would like to ask each site to modify the attached template memo so it contains your site specific information, place it on your site letterhead, and immediately begin using the memo as a cover letter for the materials provided at the time of hire. The template memo has been placed on the Diocesan Website for your convenience.

Please feel free to contact the Lay Personnel Department with any questions or concerns at 916-733-0239.