

DIOCESE OF SACRAMENTO

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

LAY PERSONNEL

December 5, 2022

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

FR: Anna Schiele

RE: **Lay Personnel Handbook Revisions and NEW Arbitration Agreement**

There have been a number of updates made to the Lay Personnel Handbook, which will go into effect January 1, 2023. 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 no later than January 1, 2023.** The signed acknowledgements must be placed in the employee's personnel file. If the employee is a Diocesan employee, please send the acknowledgement forms to the Office of Lay Personnel.

In addition, there is a new Arbitration Agreement that is a standalone document. The Arbitration Agreement will need to be provided to each employee as well. **Once the agreement is signed by all parties, it will need placed in their personnel file.**

Overview of Changes:

1. Revised 7.0 Work Hours/Attendance

- a. The policy has been updated to include remote work as applicable.
 - i. All remote work will require prior approval by the supervisor and will only be granted on a case by case basis.

2. Revised 31.2 Holidays

- a. The policy has been updated to reflect the addition of the Juneteenth holiday.

3. 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, parent (biological, adoptive, foster, step-parent, or

legal guardian) of the employee or his or her spouse, or a “designated person”.

- ii. “Designated person” under this policy includes any individual related by blood or whose association with the employee is the equivalent of a family relationship. Employer reserves the right to determine, in its discretion, whether the association is “the equivalent of a family relationship.” Employee may identify one “designated person” per rolling 12-month period.

4. Revised 31.4 Bereavement Pay Policy

- a. The policy has been modified to extend bereavement time to ineligible employees.
 - i. An occasional part-time and temporary employee, who has been employed at least 30 days, may be granted up to five (5) days off from work without pay in the event of the death of a relative of the employee.

5. Revised 32.1 Medical Family Leave Policy

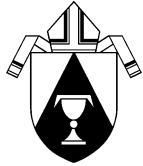
- a. The policy has been updated to expand the relationships eligible for a leave of absence.
 - i. An employee may take a leave of absence to care for their own needs or for the needs of a spouse, child, grandchild, sibling, grandparent, parent (biological, adoptive, foster, step-parent, or legal guardian) of the employee or his or her spouse, or a “designated person”.
 - ii. “Designated person” under this policy includes any individual related by blood or whose association with the employee is the equivalent of a family relationship. Employer reserves the right to determine, in its discretion, whether the association is “the equivalent of a family relationship.” Employee may identify one “designated person” per rolling 12-month period.

6. Revised 42.0 General Standards of Conduct

- a. The policy was modified to include expectations for reporting arrest/convictions of a crime.
 - i. Employees will be expected to notify the Employer within 3 days if they are arrested or convicted of a crime.

7. Revised 51.0 Workplace Violence/Workplace Security

- a. The policy has been updated to reflect the Employers right to permit a designated employee to carry a firearm.
 - i. The Employer may determine to permit a designated employee (who is duly-licensed) to carry a firearm on work premises. Such permission must be granted in writing by the Diocese. No other



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circumstances will allow for an employee to carry a firearm or other weapons of any kind on the premises.

8. Revised 56.0 Expense Reimbursement Allotment Policy (Policy specific to the Pastoral Center)

- a. The policy has been updated to increase the daily per diem as the result of inflation.
 - i. This revision has increased the per diem reimbursement rates for meal expenses incurred by the employee when traveling on behalf of the Diocese and dining on an out-of-town business trip (90 miles or more one way). Approximate meal expense guidelines are as follows:
 - 1. \$15/day for breakfast, per person
 - 2. \$25/day for lunch, per person
 - 3. \$35/day for dinner, per person

9. Revised 57.0 Employee Referral Policy (Policy specific to the Pastoral Center)

- a. This policy has been updated to increase the referral award.
 - i. An employee who refers a candidate, who is then hired and employed for at least 6 months will be awarded \$100.

New Policy:

1. New Agreement Regarding Arbitration of Disputes

- a. The new Arbitration Agreement is a standalone document.
 - i. Ensure the employee has read and understands the document before accepting the terms of the document.
 - ii. Ensure that the Employer Name is filled in at the beginning of the document. Be sure to use the legal name of the organization such as Pastor of St. Mary Parish, Sacramento. Be sure to include the name of the city as we have multiple sites with the same name.
Note: Schools will use the same Employer Name as the parish, as you are under the same FEIN Number.
 - iii. Ensure the form is also signed by the organizations designated representative (i.e. Pastor, Supervisor, Office/Business Manager).

If you have a question, please contact Lay Personnel at 916-733-0239.