



DIOCESE OF SACRAMENTO

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LAY PERSONNEL

April 19, 2024

2024 Administrator Meeting Q & A

- 1. If we have employees that ask us questions about the different plan options and cost associated with each, where can we find a current plan sheet/document to provide employees?**

The different plan options and associated costs are contained in the Lay Personnel Benefit Booklet and can be found on the Diocesan website under Lay Personnel (we have included the link below for your ease). The Lay Personnel Benefit Booklet can also be found in the Library on the RETA portal.

https://www.scd.org/sites/default/files/2024-04/Diocese-Lay-Benefits-Booklet-2024_0.pdf
- 2. If an individual elects a different medical plan for this Open Enrollment plan year, will their Out Of Pocket and Annual Deductibles paid since January 2024 roll over from their prior medical plan (i.e.: currently enrolled with Kaiser and elects BSCA effective 07/01/24)?**

No, the deductibles are not transferred to a different carrier. However, the deductibles do carry over within the same carrier.
- 3. Just so I'm clear, if someone is moving from Blue Shield EPO to PPO, their current amount towards the deductible will roll over despite it being mid-year? So, they don't have to start back at \$0 towards deductible?**

That's correct, as long as it's with the same carrier the deductible carries over.
- 4. Will vision continue to be included under the Kaiser Plan?**

Yes, vision is still part of the Kaiser Plan.
- 5. Can there be two RETA administrators for a site?**

Yes, if the Pastor, or head of the location has approved for two administrators. Please keep in mind that all administrators must undergo the vetting process through Lay Personnel and Safe Environment.
- 6. RETA allows us to change the benefit class on our own. Can we do that or should we always email RETA to make the change?**

It is highly recommended that you send any changes to RETA regarding benefit class. Unless the employee is changing from a higher eligible class to a lower one, not benefit eligible. Please make sure that you are printing a benefit statement, completing a new PT10 and PT1001 for the employee to review and sign. You must provide your payroll manager/bookkeeper with a copy of the PT10 and PT1001 to ensure that the correct deductions are being applied in ADP.
- 7. I have an employee who requested a loan, but I never received an email with the loan payments, etc.**

Please call contact Rosa Miramontes via email at rmiramontes@scd.org. All Administrators should be receiving communication.

8. What is Life Conversion vs. Life Portability and Conversion Comparison?

Upon separation Sun Life offers employees the option to continue their Life Insurance Coverage. Life Conversion is for employees who are retiring, disabled or is over 70 years old. Life Portability and Conversion Comparison is for employees who are not retiring, who are not disabled, who are 69 years old or younger. For your ease we have provided the links to both forms below.

<https://www.scd.org/sites/default/files/2023-04/Life%20Portability%20and%20Conversion%20Comparison%20012020.pdf>

<https://www.scd.org/sites/default/files/2023-06/Life-Conversion-Notice-June-2023.pdf>

9. Does RETA offer Training?

Yes, please reach out to RETA if you do not receive their email invitation to attend the various training offered.

10. For salaried employees, sick pay is loaded all at once on July 1st for the coming year, up to their maximum. Is there something we do in ADP or is this automatically done by ADP?

Teachers, principals, and other contracted employees need to be set up on the appropriate clock and sick time must be uploaded at the beginning of each year. This is not done by ADP.

11. Is the requirement for the arbitration agreement to apply only to new hires or will this be required for all existing employees?

All existing employees.

12. If the employee already signed a draft of the arbitration agreement, do they need to sign the newest agreement?

Yes, everyone needs to accept the terms of the newest agreement.

13. Which arbitration agreement form should schools use?

The school should be using the parish version of the form as the school is a ministry of the parish.

14. Where can the arbitration agreement forms be found?

The forms can be found on the Diocesan website, under Lay Personnel>New Hire Materials. For your ease we have included the links to the forms below.

For Parish/Schools:

<https://www.scd.org/sites/default/files/2024-02/Diocese%20of%20Sacramento%20-%20Employment%20Arbitration%20Agreement%20-%20Parish%20corporation%20version%20-%20fillable%20%28Final%202-1-24%29.pdf>

For all Non-Profit Corporations:

<https://www.scd.org/sites/default/files/2024-02/Diocese%20of%20Sacramento%20-%20Employment%20Arbitration%20Agreement%20-%20nonprofit%20corporation%20version%20-%20fillable%20%28Final%202-1-24%29.pdf>

For all Pastoral Center Employees:

<https://www.scd.org/sites/default/files/2024-02/Diocese%20of%20Sacramento%20-%20Employment%20Arbitration%20Agreement%20-%20RCB%20Sacramento%20version%20-%20fillable%20%28Final%202-1-24%29.pdf>

15. How many hours does an employee need to work a week to receive the tuition discount?

An employee must be a Full-Time employee (an employee who works 35 hours or more a week).

16. Is the tuition discount included for High School Teachers who have their children in Catholic elementary school? Does the policy include Elementary School Teachers who have their children in Catholic high school?

If the teacher is an eligible employee of the diocese and the student is attending a diocesan school, then the discount applies. This does not include CBHS, Jesuit HS or Cristo Rey HS as they are not diocesan schools.

17. If both parents work for the Diocese, are they eligible for a double tuition discount?

No.

18. If we grant a tuition discount to a student whose grandparents work at the parish or school, and the parent (not the grandparents) pay the tuition, that is okay, correct?

No, that does not work. The discount only extends to the grandparent if the grandparent is an employee **and** paying the tuition.

19. Is the tuition discount for Full Time only employees flexible from site to site? Can a school choose to provide tuition discount to Part Time?

The policy needs to be applied equitably to meet IRS regulations. Please discuss with your RD and Don about making an exception. They will discuss with Anna Schiele as needed. Overall, we must be consistent with the application of the policy.

20. Does the do not destroy apply to payroll reports?

Yes, it does.

21. What if you have an employee that is classified as 20 hours a week and eligible for benefits, but the employee doesn't work 20 hours each week, does this affect their eligibility for benefits, vacation, and sick time?

You need to determine their average weekly hours worked. To do this you need to run a report in ADP. Upon reviewing the report you can consider re-classifying the employee. Please contact Anna Schiele via email at aschiele@scd.org if you would like to discuss further.

22. Is a shared employee with total working hours over 20 hours a week entitled to health benefits but not vacation leave?

Correct. The employee is not eligible for all fringe benefits.

23. Do the offertory money counters need to obtain the background checks processed through Lay Personnel?

No, per the Finance Policy, there should always be three counters at a time, so an additional screening is not necessary.

24. Live Scan for volunteers - Can that be shared between schools?

Yes, it is possible. Please partner with Katita or Mayra in Safe Environment.

25. Does the school need to view the report for church employees?

No, that is not necessary but if you have questions or a person in particular you are attempting to clear, please contact Safe Environment to make sure the person has the required clearances.

26. A parish with a school onsite needs to complete Live Scan?

Yes, all parish employees must be cleared through the parish live scan when a school is onsite.

27. Do contracted teachers need to approve their timesheets?

If they are an hourly employee, yes. A salaried teacher only needs to approve a timesheet if they are being paid for a sick day.

28. Do we need to use the PT503 if notes are documented in ADP?

Yes, the notes are great and recommend continuing using the note feature. However, we need to have a written record that the employee has asked you to make changes to their timesheet. As of right now the PT503 Form must be used.

29. Does an email work instead of the PT503?

Ideally, the PT503 Form should be used. But an email can work if it must. The email will need to be printed and attached to the timesheet.

30. Do we keep the PT503 on site or do we need to send it to you?

The PT503 Form should be attached to the timesheet. If the person who processes your payroll is not onsite, please provide them with a copy. We do not need a copy unless we process payroll for you.

31. Do breaks need to be recorded in ADP?

Employees do not need to record their 10/15 minute breaks in ADP by clocking in and out.
Employees do need to record their lunch break in ADP by clocking in and out.

32. What is the new minimum wage for January 1, 2025?

There has been no communication provided by the state regarding 2025 wages. We will have to wait and see if another increase will be implemented. We will keep you informed via the weekly news.

33. Can a parent volunteer be paid a stipend for being an Athletic Director?

Absolutely not. This would be considered wages, and the volunteer would then be constituted as an employee.

34. Can an employee volunteer if it's not similar to duties compensation? IE - you work in a parish office but then want to volunteer cooking at a fundraiser?

Yes, this is fine. As long as there is a clear separation of duties or place of employment it should be fine.

35. For employees that decide they want to coach and we don't know that ahead of time, is it possible to "amend" their teacher contract to include a wage for coaching? Would there be a way to do that for hourly employees like Instructional Assistants?

Please partner with your RD to discuss amending a teacher contract, as this should really be determined at the beginning of the year. An Instructional Assistant can coach but is most likely an hourly employee so you must consider potential overtime costs. Can you afford that? Can the employee work the hours?

36. If we are conducting ALICE Training, is that sufficient for the Workplace Violence Training requirements at a school site?

No, unfortunately the ALICE Training does not contain all the California required components in the

Workplace Violence Training. The Workplace Violence Training will need to be completed in addition to the ALICE Training.

37. Did the Safe Environment posters get sent to each site or are they on the diocesan website for us to print and post?

They were delivered in the summer of 2023. Please contact the Safe Environment Department if you cannot locate the posters.

38. Do we have to notify exposed employees of positive COVID case? Are mask N95 required?

Yes, we still must notify the employees. No, the N95 mask is not required but if one is asked for we must provide the employee with one.

39. Which hourly employees accrue vacation pay and which employees don't?

Regular employees who work 20 hours or more a week accrue vacation except for all employees on a contract. Contracted employees do not accrue vacation. Temporary employees are not eligible for any fringe benefits including vacation.

40. What employees are considered Full Time?

An employee who works 35+ hours a week is considered Full Time.

41. Can you please clarify the Increased Insurance Premium of 25%? We need to notify you of an employee being termed?

Those who fail to follow the protocols outlined in this presentation are subject to an increased insurance premium. Anytime you plan to terminate an employee please contact Lay Personnel for approval. Failure to do will increase your site's insurance premium.

42. Are there generic counting forms for our money counters?

Yes, please reach out to Ron or Antonette

43. Is the LOA policy applicable to vacation time taken? We have an employee who travels out of the country once or twice a year, and it's usually for about two weeks.

In this scenario, this would be categorized as a scheduled vacation not as a LOA. Please use the PT501 to document time off.

44. Unfortunately, the time and attendance app has a lot of problems. Many times, employees cannot clock in or out. This happens not just here at the Parish but at the school too.

We do not recommend using the app due to the errors that have occurred. We advise using the web browser.

45. Is there a waiver for an employee who only works 6 hours and does not want to take a lunch break?

Yes, the Meal Waiver PT502 Form. For your ease we have included the link to access the form below.

<https://www.scd.org/sites/default/files/2021-01/PT-502-Meal-Break-Waiver-Form-1220.pdf>

46. Can we give fee waivers to parents that volunteer for the religious education program?

That is to your discretion. Please refer to your Pastor to determine how they would like to handle this matter.

47. Can an instructional assistant volunteer as a chaperone on an overnight field trip without pay. In this scenario, her child is in the class and wants to be volunteer chaperone.

Is this instructional assistant also working in the same class? If not it's easier to separate work from personal life. Please have the employee place in writing that they would like to volunteer for this field trip as a parent supporting their child. Also, make sure to let the person in charge of the trip know that this person will be volunteering and should be treated as a parent and not as an employee.

48. Will you give schools suggestions on who should conduct the annual workplace violence training?

I recommend for the Safety Captain to be the lead but to form a committee that will support the Safety Captain.

49. ACA deposits - where can we get the back of these funds

A report was recently sent. Please let Ron or Antonette know if you did not receive it.

50. Is there a checklist for contractor vetting?

We are working on creating a checklist, please reach out to Ron or Antonette if you need it right now.

51. What's the form we need to ensure the contractors employees do not owe child support?

The DE542 Form.

52. We reimburse our priest for parish business mileage but when we send a priest to a cemetery because the cemetery does not have a priest assigned to them, why is the parish having to coverage that mileage?

This is to the discretion of the priest.

53. How easy or difficult is it to request funds back from PFI?

You will need to compose a letter to Tom McNamara that includes the following: the reason for the request, the dollar amount, and the account you are requesting the funds from. Please include your Pastor and Finance Chair (schools should have the principal sign the letter as well).

54. Can we get the breakdown of how the excess funds are calculated?

Please email Ron or Antonette for the template with general guidelines. If needed, you can set up a call with your Auditor to discuss the template further. Schools should contact Don for assistance.

55. APFR question: Is the Business Manager/Bookkeeper required to submit this or should necessary information be provided to the finance council to complete and submit the form?

Priority is to submit this on time, who is submitting it is not as important.

56. Can the parish open an account aside from PFI for their excess fund, ie. credit union bank?

Investment accounts are prohibited. Savings and checking accounts are ok but you would need to monitor the excess amounts. The interest rates are not great either, which is why the recommendation is the PFI to ensure you earn interest.

Additional Resources:

For your ease a tab under Lay Personnel has been dedicated to all open enrollment information.

If you have any questions or concerns, please feel free to contact the Office of Lay Personnel at 916-733-0239.