



DIOCESE OF SACRAMENTO

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

LAY PERSONNEL

April 9, 2025

2025 Administrator Meeting Q & A

1. Is the CVS Weight loss program for non-Kaiser members?

Yes, the CVS Weight Loss Program is for BlueShield members. Kaiser will have their own requirements for their program.

2. What does HSA mean?

HSA stands for Health Savings Account.

3. Do you have to be enrolled in a medical plan to contribute to an HSA?

Yes, you must be enrolled in the HSA plan to contribute to the HSA account.

4. If a retired employee is now reaching out to get information regarding their pension, who do I refer them to?

Rosa Miramontes. She can be reached by phone at 916-733-0282 or via email at rmiramontes@scd.org.

5. What are benefits class changes?

This is referring to a change in employment that would affect an employee's eligibility for benefits. If an employee is a regular employee who works 20 hours or more a week, then they are benefit eligible. If they work 19 hours or less in a week then they are not benefit eligible. In addition, we have premium tiers based upon the employee's hours worked in a week.

6. How do I know when a life event has been submitted and approved by RETA. Should they be sending me something?

The Benefits Manager, Rosa Miramontes, will inform you when a Qualifying Life Event has been approved or denied. An email will be sent to the Benefit Administrator for that location with instructions on when the Qualifying Life Event will take effect.

7. Can you send us a list of qualifying life events? Or perhaps we can retrieve the document somewhere else?

All qualifying life events are listed on page two of our Lay Benefits Booklet.

<https://www.scd.org/sites/default/files/2025-04/Diocese-Lay-Benefits-Booklet-2025.pdf>

A Qualifying Life Event guide is also available on the Diocesan website.

<https://www.scd.org/sites/default/files/2020-01/RETA%20Life%20Event%20Model%20Employee%20%20%5B3%5D.pdf>

8. When you refer to salary update in RETA for hourly employees is it the annual salary as reflected in ADP?

Yes, it is the annual salary reflected in ADP. However, if that person works less than 52 weeks a year, then you will have to manually calculate the yearly salary as the figure provided by ADP is based

upon 52 weeks a year.

9. Do we receive VSP cards? If not, what information should our staff provide to a provider? I had a staff member say that the provider kept asking for a number or some kind of documentation.

No, VSP cards are provided. The employee will need to provide their Social Security Number and Date of Birth.

10. If someone is taking a GLP1 for something other than weight loss, is the weight loss program required?

Please have the employee partner with their provider to communicate the need for the prescription. If they are still having issues, then have them call Rosa Miramontes so she can partner with RETA and the provider.

11. Who can qualify for health benefits full time only? Does it include part-time employees too?

Regular employees who work 20 hours or more a week are eligible for health benefits. Please refer to page 8 and 9 of the Lay Employee Handbook.

<https://www.scd.org/sites/default/files/2023-12/Diocese%20of%20Sacramento%20-%20Lay%20Personnel%20Handbook%202024%20%2812.23%29%20%281%29.pdf>

Please refer to page 10 of the Lay Benefit Booklet for employee premium tier based upon hours worked.

<https://www.scd.org/sites/default/files/2025-04/Diocese-Lay-Benefits-Booklet-2025.pdf>

12. Is the Employee Benefits packet for the upcoming Open Enrollment available already?

Yes, all materials from the Administrator Meeting can be found on the Diocesan website.

<https://www.scd.org/lay-personnel/administrative-workshop>

13. I had an employee ask if all employees are mandated reporters?

No, not all employees are mandated reporters. Employees who work with minors or oversee minors are considered mandated reporters. Please err on the side of caution, if you are uncertain if an employee is a mandated reporter, please contact the Safe Environment or Lay Personnel Departments.

14. For the Mandated Reporter training has there been a change? It used to be free up until last year. One of our teachers was going to take the Mandated Reporter training, but there is a cost of \$8.99. Should it be free or is there a cost?

Yes, the state has now implemented a cost. It is currently \$8.99 a person, which parishes will have to absorb. The School Department is working to determine how it will be handled for all school employees. For all schools, please wait for further guidance to be provided on how to proceed forward regarding the training. For further information please reach out to the Safe Environment Department

15. Will the employee be reimbursed by Parish for the cost of the certificate for Mandated Reporter training?

Yes, you will want to reimburse the employee for the cost of the certificate for the Mandated Reporter Training.

16. What is the timing for the annual review? Yearly on hire date anniversary?

Our schools follow the school/fiscal calendar. For our other sites, you can decide if you would like to

conduct the reviews on a calendar year cycle or on a fiscal year cycle. Most sites follow the fiscal year cycle. I would advise against conducting reviews based upon the anniversary date as it will be skewed throughout the year and more difficult to track.

17. Is the mandated reporter acknowledgement form available on the lay personnel site?

The form has been posted and can be found with the following link.

18. Where do the Arbitration Forms get filed? Under which tab?

The Arbitration Agreement should be filed on the second tab of the personnel file. All three pages of the document should be on file. Please ensure you are using the correct version of the form.

19. We are a small parish. We only have one priest, no deacon, no personnel representative. Who does the 90 day an annual review?

The Pastor or the direct supervisor would be responsible for conducting the 90 Day and Annual Reviews.

20. Do full-time temporary employees receive holiday and sick pay?

Temporary employees do accrual sick pay, but they are not eligible for holiday pay.

21. Just would like to clarify: The monthly premium is the total cost of benefits for the Parish? Or is it the monthly premium minus what the employee pays?

The monthly premium is the total cost per employee (employer+employee premium). The parish portion is the monthly premium minus the employee premium.

22. Are financial background checks required for the Finance Committee?

Generally, no. There are times when a Finance Committee Member may step in and assist the parish with additional bookkeeping duties. In those instances, we would want the committee member to undergo the financial background check. If you are uncertain of your situation, please contact your Auditor and they can advise you.

23. Can you please define fringe benefits?

Fringe Benefits are all the benefits that we have to offer, even beyond medical coverage. Medical, dental, vision, life insurances as well as retirement, vacation time, holiday pay, bereavement pay, jury duty pay and so forth.

24. What is records retention span re: Other records?

Please refer to the Diocesan Document Retention Policy for all retention guidelines in the Diocese (policy provided below). Please be mindful that we have a "do not destroy" order in effect, so we are unable to destroy any documents at this time.

<https://www.scd.org/sites/default/files/2017-06/DocumentRetentionPolicy.pdf>

25. Do Sunday Collection counters do not have to go through the financial background check?

No, there should always be three counters at a time.

26. For Shared Employees: Do we still combine hours if at each site they are classified as Temp/Occasional Employee (Ineligible)?

If an employee is an Occasional Part-Time at multiple locations and the combined hours between the multiple locations are 20 or more hours a week, then yes, they need to be provided with medical benefits. If the employee is a Temporary employee, then the hours worked as a Temporary

Employee are not considered when determining if they are eligible for medical benefits.

27. If a volunteer helps in an area where they never work with youth, do they still need Safe Environment Training? For example, counting offertory.

If your parish has a school on-site, then all volunteers should complete the Live Scan process and Safe Haven Training. For sites that do not have a school on-site, we strongly recommend having all volunteers vetted and cleared through the Safe Environment Department, however, it is not required if they are not working or overseeing minors or vulnerable adults.

28. For volunteers that complete the Background Check does it also appear on the reports?

The Live Scan Background Check does appear on the reports provided by the Safe Environment Department. The Financial Background Check does not appear on the report provided by the Safe Environment Department.

29. How do I know who needs to complete the Mandated Reporter Training Form?

The Mandated Reporter Acknowledgement Form must be completed by all employees who are required to complete the Mandated Reporter Training. This is a new legal requirement. The form can be found on the Diocesan website and has been provided below.

<https://www.scd.org/sites/default/files/2025-04/RCB%20Sacramento%20-%20mandated%20reporter%20acknowledgment%20form.pdf>

30. Where is the Mandated Reporter Training?

The Mandated Reporter Training can be accessed through the following website.

<https://mandatedreporterca.com>

31. Who needs to complete the Mandated Reporter Training?

All school employees are required to complete the training. All Parish employees with a school on-site will be required to complete the training. Parish employees who do not have a school on-site will only be required to complete the training if they work with or oversee minors including but not limited to DRE's, Youth Ministers, Children's Choir Directors, etc. Agency/Charity employees are also required to complete the training if they work with or oversee minors.

32. Where should the Mandated Reporter Acknowledgement Form be filed?

The Mandated Reporter Acknowledgement Form should be filed in the personnel file.

33. Are volunteers such as Catechists required to complete Mandated Reporter Training or just employees?

At this time the training is only required of employees.

34. Can the backup approver in ADP be the same person as the payroll administrator?

No, ideally, they should be different people.

35. Do salaried employees and teachers have to approve their timesheets? Or is it just hourly employees?

Hourly employees do need to approve their timesheets. Exempt employees are only utilizing ADP for purposes of requesting sick hours.

36. One of our employees has problems logging in several times a week, so I logged him in and put in his time. Is this acceptable?

If you are assisting the employee signing into ADP, so that **they** can record their hours, that is ok. However, you cannot record the hours manually for them.

37. Will employees ever be able to make their own timecard corrections in ADP vs PT503 process?

It is something that we consider but we at this time employees cannot make their own corrections.

38. 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.

39. 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.

40. 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.

41. Is there an electronic version of the PT503?

No, this is a paper form.

42. Do I need to keep hard copies of approved PT503's- and if so, for how long?

The PT503 Form is considered part of the payroll documents and should be kept for 7 years. Please keep in mind we have a "do not destroy" order in place.

43. Can a PT503 be used to prevent a meal penalty in cases where a clock out isn't processing due to internet connection, etc?

The PT503 Form should never be used to prevent a meal penalty. The PT503 Form should only be used to correct a missing punch or to correct an error.

44. Regarding the ADP app., are there still glitches in the system because employees often have problems clock in /out?

Yes, the application is known to be unreliable. We encourage our employees to use ADP through the web browser. The web browser can be accessed through the following link.

[Sign In | ADP WFNPORAL](#)

45. Does PT200 need to be complete for temporary change of supervisor (eg. Summer School)?

Yes, we should be using the PT200 Form to document any changes to the employees' employment.

46. What do we do with employees with no technology?

Please contact Anna Schiele if there is a unique situation that requires a review for an exception.

47. What method of clock in/out is recommended for out of office employees with limited cell signal at their location?

Please contact Anna Schiele if there is a unique situation that requires a review for an exception.

48. Loading of the sick time for temp/occasional employees, do we need to load another 40 hours if they happen to exceed employment more than 6 months?

No, you should only have to frontload the sick hours at the time of hire for Temporary and Occasional Part-Time Employees.

49. What does COLA mean?

Cost of Living Adjustment

50. Do all employees receive the COLA?

The Dioceses provides a COLA advisement, but each site must determine their financial status and ability to provide increases. Parishes should defer to the Pastor. If it is decided to provide a COLA increase it should be provided equitably to all employees.

51. I have a question regarding the ADP app, we frequently have people out in the field working and won't have access to a laptop - and often times the app doesn't work appropriately on our phones. Are there any updates etc. in the works that you are aware of for the app to improve its functionality?

We are not aware of any updates. We recommend using the browser feature even on the phone opposed to the application.

52. Does the Diocese have Workplace Violence Policy and Training for each parish?

No, it is the responsibility of each site to conduct their own training. Please use the template provided as guide in developing a training tailored to your site.

<https://www.scd.org/sites/default/files/2023-12/IIPP%20Workplace%20Safety%20Policy%20Template.docx>

53. Who do I contact to get my priest admin privileges in/for ADP?

Please contact Nina or Celeste to assist you.

54. Does the 25% increase in insurance for non-compliance relate to the training or something else specific in the presentation?

Those who fail to follow all the protocols outlined in this presentation are subject to an increased insurance premium.

55. For sick/vacation request needs to be requested by paper and in ADP as well? Or can just be requested through ADP only?

Requesting sick/vacation time via ADP or with the PT501 are both acceptable.

56. Are we also front-loading teacher sick time? Does their sick time carry over like other diocesan employees?

Teachers' sick time has always been frontloaded as defined by the contract. Teachers are allowed to carry over 30 days of sick time just as other diocesan employees.

57. When did the 40-hour sick time preload become effective for Temporary and Occasional Part-Time Employees?

The changes were discussed at the 2024 Administrator Meeting and a formal Memo was released on July 1, 2024, with directions regarding the implemented changes.

58. Retention of worker's comp and incident reports isn't permanent, but would this fall under the Diocese do not destroy order for personnel records?

Yes, it does fall under the "do not destroy" order.

59. What is considered a major project?

A major project is any project or capital purchase of \$15,000 or more.

60. Can you please define honorarium with respects to Funeral Stipend?

The honorarium is another way of saying gift. It is the gift provided for the funeral services.

61. An honorarium is a "donation" and not a MUST, correct?

Correct.

62. If a parishioner writes on the donation check, that they want the donation to stay at the parish, what account is used?

The funds should be placed in the 502 account.

63. What do we do if a family gives more than the \$300 for a funeral?

That is great. If the priest has selected to receive a monthly compensation, then all the funds would go to the parish. If the priest did not select to receive a monthly compensation, then priest is provided with \$200 and the remaining funds would go to the parish unless the donor specifies otherwise (the donor would need to indicate that on the memo line of the check).

64. Regarding contracts - janitorial as a recurring service, does that only count if it reaches \$15,000 a year or regardless of the amount charged, we need the signed contract etc.?

Regardless of the amount charged, a signed contract needs to be completed.

65. Is there a "standard" donation for a quinceañeras? What about a wedding? Where would I find this information?

Please refer to the Remuneration Schedule. Your auditor will be providing the Remuneration Schedule via email.

66. For any of our recurring independent contractors, if previous Parish staff didn't follow the correct vetting at the time of beginning the business relationship, are we able to follow the guidelines retroactively?

Yes, you want to ensure you are in compliance.

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.