



DIOCESE OF SACRAMENTO

2110 Broadway • Sacramento, California 95818 • 916/733-0239 • Fax 916/733-0238

OFFICE OF LAY PERSONNEL

Memo

To: Pastors, Administrators, Bookkeepers, and Secretaries
From: Maria Meza
Date: September 18, 2017
Subject: Annual Administrative Workshop Invitation and Flyer

You are invited to the Annual Administrative Workshop for Lay Personnel Policies, Employee Benefits, and Accounting Practices. Please see attached flyer for details.

Important information:

- Anyone at a site that deals with Personnel and/or Accounting practices is welcome to attend.
- Each employee that plans to attend must complete the RSVP on SurveyMonkey:
<https://www.surveymonkey.com/r/RM9CKWN>
- Only one representative from each site should request 2018 Employee Health Benefit Packets, all others should mark 0.
- Please be sure to select a sandwich preference.
- If you are a bookkeeper that represents more than one site, please register for each site so that we can assemble the correct number of Benefit Packets for each site. However, only make one sandwich selection.
- Due to the large volume of handouts this year, it is very important that everyone checks in at the registration desk and proceeds to their assigned seat. Your patience is requested while we strive to get all the information to you as quickly and efficiently as possible.
- Please RSVP by October 13th.



Annual Administrative Workshop

(formerly known as the Bookkeeper Meeting)



Lay Personnel Policies · Employee Benefits · Accounting Practices

Topics

- 2018 Employee Benefits Program
- Updated Website
- Orientation Process
- Processing Terminations
- Leave of Absence Information
- Strategic Staffing on a Budget
- Safety Program
- Personnel Updates:
 - ▶ Employee Handbook Revisions
 - ▶ Minimum Wage
 - ▶ Updating ADP
 - ▶ Revamped Workers' Compensation Packet
- Follow-Up with HR Retention Guidelines and Drawer Set Up
- Year-End Reminders
- Rental of Facilities and Immigration Services
- uAttend Rollout

For Pastors, Administrators, Bookkeepers, and Secretaries

Please plan to attend one of two regional workshops. Lunch will be provided along with raffle drawings throughout the day!

Monday, November 6

Sacred Heart Parish Hall

2355 Monroe Street
Red Bluff, CA 96080
10:00am — 4:30pm
Check in @ 9:30am

Wednesday, November 8

St. Anthony Parish

660 Florin Road
Sacramento, CA 95831
9:00am — 4:30pm
Check in @ 8:30am

Please RSVP by October 13th

<https://www.surveymonkey.com/r/RM9CKWN>



Presented by the Diocese of Sacramento's
Office of Lay Personnel and Office of Finance
2110 Broadway, Sacramento, California 95818
(t) 916.733.0241 · (f) 916.733.0238 · mmeza@scd.org