



2020 Annual Administrative Workshop

*for Pastors, Administrators,
Bookkeepers and Secretaries*

Lay Personnel Policies | Employee Benefits | Accounting Practices

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

Tuesday, April 21

10:00am - 3:00pm (*Check in at 9:30am*)

Sacred Heart Parish Hall

2355 Monroe St., Red Bluff, CA 96080

Thursday, April 23

9:00am - 3:30pm (*Check in at 8:30am*)

St. Mel Parish

4745 Pennsylvania Ave., Fair Oaks, CA 95628

Please RSVP by Friday, April 3, 2020

www.surveymonkey.com/r/annualadministrativeworkshop

TOPICS

2020 Employee
Benefits Program

Wellness Program

Personnel Updates

- ADP Rollout
- Minimum Wage/PT 200
- Overtime/Lunch Premium
- Vacation/Sick Hours
- Sexual Harassment Training
- LOA's and W/C Cases
- AB5 Bill – Independent Contractors
- HR Retention Guidelines and Drawer Set-Up
- Personnel File Audit
- Livescan/Safe Haven



Presented by the **Diocese of Sacramento**
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