



DIOCESE OF SACRAMENTO

LAY PERSONNEL

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Personnel Reminders and Updates

1. ADP Rollout:

ADP rollout is still underway. We have begun converting sites to the ADP timekeeping system. We have placed this project on hold due to the coronavirus. We anticipate starting the conversions again as soon as possible. We do have a list of sites that we will be converting first based upon their expressed interest. It is a time consuming process but we hope to have all sites converted within a 12-month period. We will inform each site when we are preparing to begin the implementation process.

2. Minimum Wage/PT200:

A reminder that minimum wage will increase again in January 2021 to the following rates:

Effective Date	Hourly Minimum Wage	Exempt Weekly Salary	Exempt Monthly Salary	Exempt Annual Salary
Jan. 1, 2021	\$14.00	\$1,120	\$4,853.33	\$58,240

All changes that occur to an employee's position must be recorded by completing a PT200 form. This form should be maintained in the employees file.

3. Overtime/Lunch Premiums:

Overtime applies to all hourly employees. Overtime in California is defined by the following:

- Any hours worked over 8 hours in a day
- Any hours worked over 40 hours in a work week
- All hours worked on the 7th consecutive day in a work week
(**Note:** our work week is from Monday – Sunday, so the 7th consecutive day is Sunday)

Lunch premiums must be paid to all hourly employees who work beyond 5 hours and 59 minutes or do not take a full 30-minute lunch break. The premium payment is 1 additional hour of wages. This premium payment is on top of the hours they have worked for the day. The premium payment must also be distinguished separately from straight time hours worked. You must also be mindful if the employee does not take a lunch break that they could incur overtime in that day, as the lunch hour will be considered time worked. This why it is a best practice to have all employees take their lunch **before** they begin their 5th hour of work.

4. Vacation/Sick Hours:

Please ensure that each employee is set-up on the correct clock for their position in ADP. This will ensure the employee is accruing the correct balance of vacation and sick hours.

Please ensure you are not allowing employees to run a negative balance of sick and vacation hours.

5. Final Pay:

All final pay, whether the employee is resigning or you have separated the employment must be provided to the employee within 72 hours of the last day worked. Best practice would be to provide the final pay to the employee on the last day worked. If by chance you do need to mail it to the employee, ensure you are using FedEx, UPS, or Certified Mail to have a record of the receipt.

Note: If Nina is processing your payroll you need to proactively communicate with her so she can ensure to have the final pay administered within the 72-hour time constraint.

6. AB5 – Independent Contractors:

The AB5 Bill expanded the criteria of an independent contractor. The following criteria is the basis for an independent contractor but please be advised it is not all encompassing:

1. The person must have an employer id number (FEIN)
2. The person must operate a business/service for the service they are providing us (this must be their living/trade)
3. The person should have their own contract to present to us for their services
4. The person must claim their business at tax time
5. The person must carry general liability insurance
6. The person performs work that is outside the usual course of the hiring entity's business

Please note item number 6 clearly defines that we cannot contract someone to perform duties that is in our usual course of business. This heavily applies to ministries as that is the nature of our business. Hence why musician who perform at mass do not meet this criterion.

If you have a situation you are uncertain about, please reach out to the Lay Personnel Department for further guidance.

7. Leave of Absence (LOA) and Workers Compensation Cases:

Please remember to have employees complete the required forms for a Leave of Absence. Be sure to track the time accordingly in ADP. If an employee is returned to work with restrictions, please partner with Anna Schiele for approval before returning the employee back to work.

Leave of Absence forms can be found by following the link below:

<https://www.scd.org/lay-personnel/leave-absence>

When an employee is injured please complete the required Workers Compensation forms immediately. The forms will need to be submitted to LWP. If the employee misses more than 7 consecutive days due to the injury you will begin to track the missed time in ADP just as you would for a Leave of Absence. The medical leave time runs concurrently with the Workers Compensation time. If an employee is returned to work with restrictions, please partner with Anna Schiele for approval before returning the employee back to work.

Workers Compensation forms can be found by following the link below:

<https://www.scd.org/lay-personnel/workers-compensation-forms>

8. HR Retention Guidelines and Drawer Set-Up:

Please ensure that you have set-up the personnel files according to the Drawer Set-Up directions. As auditors are visiting sites they will be verifying that the guidelines are being followed.

The following items are commonly identified as missing from a personnel file, please ensure they are present for each employee:

- Signed Job Description
- Signed Handbook Acknowledgements
- Administered Annual Reviews

Note: We currently have a “Do Not Destroyed” order in effect. Please do not destroy any documents until we receive further notice.

The link below is for the HR Records Retention Drawer Set-Up Guide:

<https://www.scd.org/sites/default/files/2020-02/Human-Resources-Records-Retention-Drawer-Set-Up-Guide.pdf>

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<https://www.scd.org/sites/default/files/2020-02/HR-Records-Retention-Guide.pdf>

9. Sexual Harassment Training:

The State of California now requires that all employees complete the Sexual Harassment Training every two years. Supervisors are to complete the two-hour course and all other employees are to complete the one-hour course. Each site should have had each employee complete the training in 2019. We are aware that there has been some issues with accessing the training on the CMG website. Please ensure that any outstanding employees complete the training ASAP. We will all be required to complete the training again in 2021. If you have any questions, please contact Bianka Torres from the Lay Personnel Department.

10. Livescan/Safe Haven Training:

Please ensure you are completing the Livescan process as required. In addition, the employee must complete the Safe Haven Training. If you have any questions, please contact the Safe Environment Department.

11. Weekly News on Website:

Just a friendly reminder that communication with updates and new information is provided through the Weekly News. If you are not on the distribution list, you may receive the Weekly News by following the link below:

<https://www.scd.org/bishops-office/weekly-diocesan-news>

If you have any questions regarding the above or any other matter, please do not hesitate to contact one of us at the following:

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