



## DIOCESE OF SACRAMENTO

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### LAY PERSONNEL

February 9, 2026

To: Pastors, Agency Directors, Office Managers, School Principals, and Human Resources Representatives

FR: Anna Schiele

RE: **Lay Personnel Handbook Revisions and Updated Arbitration Agreement**

There have been several updates made to the Lay Personnel Handbook, which will go into effect February 1, 2026. Below is an overview of the main changes but it **does not** encompass all the changes. Please provide each employee with a copy of the revised Lay Personnel Handbook. Ensure each employee reviews the revised Lay Personnel Handbook in its entirety. **The employee will then need to sign the acknowledgment forms from the back of the handbook and provide them to you no later than March 1, 2026.** The signed acknowledgements must be placed in the employee's personnel file. If the employee is a Diocesan employee, please send the acknowledgement forms to the Office of Lay Personnel.

In addition, the Arbitration Agreement has been updated and is mandatory to sign. It is still a standalone document. The Arbitration Agreement will need to be provided to each employee as well. **Once the agreement is signed by all parties, it will need to be placed in their personnel file no later than March 1, 2026.**

#### Overview of Changes:

##### **1. Revised 8.0 Safe Environment/Background Checks**

- a. The policy has been updated to clarify the three different screening processes, one of which is a new screening process specific to school employees.
  - i. **New Screening Process Specific to School Employees:** Applicants for employment at schools will be asked to provide information on prior employment at other schools, and as required by state law those prior employers will be contacted regarding whether the applicant was the subject of any credible complaints of, substantiated investigations into, or discipline for, egregious misconduct (as defined in Education Code §44932) at that prior position.

##### **2. Revised 11.0 Work Assignment of Relatives**

- a. The policy has been updated to clarify that family members cannot work for the same supervisor or within the same department.

**3. Revised 31.3 Sick Pay**

- a. This policy has been updated to include the use of sick pay when performing jury duty or to appear in court to comply with a subpoena or court order as a witness in a judicial proceeding. If an employee is eligible for jury duty or witness duty pay, the employee must first exhaust jury duty or witness duty pay prior to using accrued sick pay.

**4. Revised 41.0 Cemetery Benefit**

- a. The policy has been updated to clarify the discounts offered based upon the employment classifications.

If you have a question, please contact Lay Personnel at 916-733-0239.