



# DIOCESE OF SANTA ROSA – LAY EMPLOYEE ACTION FORM

Please complete a form for **all** employees' transactions. SEE THE INFORMATION AND DEFINITIONS ON BACK

**\* Effective Date Of Action** \_\_\_\_\_ ☐ **New Employee** ☐ **Change in Status** ☐ **Separation of Employment**  
☐ **Information Change** Address, SS# / Name -reason for change: \_\_\_\_\_

**Location Name:** \_\_\_\_\_  
 Check one: ☐ Parish ☐ School \_\_\_\_\_ City \_\_\_\_\_ Location Billing# \_\_\_\_\_

**Employee Name:** \_\_\_\_\_  
 First name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ **Check one:** ☐ Male ☐ Female

**Social Security Number:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Marital Status:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
 # and street name or PO Box \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

**Personal Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Personal E-mail:** \_\_\_\_\_

New Employee

**Check one:**  
☐ **New Hire** ☐ **Rehire**-previous hire date: \_\_\_\_\_ ☐ **Transfer** from Diocesan location (name): \_\_\_\_\_  
☐ **Currently /** ☐ **Previously employed** at another Diocesan location (name): \_\_\_\_\_  
**Schools:** **Cleared to Hire** by Dept. of Cath. Schools? ☐ Yes ☐ No Application on File? ☐ Yes ☐ No  
**Position is:** ☐ Permanent ☐ Temporary - For how long? \_\_\_\_\_ ☐ Sub - For how long? \_\_\_\_\_ ☐ Coach/Seasonal  
☐ Contract ☐ MOU  
**Ben. Class:** ☐ **Under 20 hrs./wk.** ☐ **20-29 hrs./wk.** ☐ **30+ hrs./wk.** -Reta online enroll/waive must be completed within 30 days.  
*If waiving health coverage, proof of other coverage must be filed with the entity's records.*  
**Pay Rate:**  
☐ **NON-EXEMPT** \$ \_\_\_\_\_/hour. -**\*Regular hours per day:** M\_\_\_\_\_ Tu\_\_\_\_\_ W\_\_\_\_\_ Th\_\_\_\_\_ F\_\_\_\_\_ S\_\_\_\_\_ Su\_\_\_\_\_  
☐ **EXEMPT** -**\*ANNUAL Earnings \$** \_\_\_\_\_ \*Info. needed to calculate sick, vacation --and life ins. value for eligible EEs  
**Job Title:** \_\_\_\_\_  
**Notes:** \_\_\_\_\_

Change in Status

**Change FROM:** ☐ **Less than 20 hrs./wk.** ☐ **20-29 hrs./wk.** ☐ **30+ hrs./wk.** (☐ Employee waived Health Benefits.)  
**Change TO:** ☐ **Under 20 hrs./wk.** ☐ **20-29 hrs./wk.** ☐ **30+ hrs./wk.** -Reta online enroll/waive must be completed within 30 days.  
*If waiving health coverage, proof of other coverage must be filed with the entity's records.*  
☐ **Pay Rate Change**  
☐ **NON-EXEMPT** \$ \_\_\_\_\_/hour. -**\*Regular hours per day:** M\_\_\_\_\_ Tu\_\_\_\_\_ W\_\_\_\_\_ Th\_\_\_\_\_ F\_\_\_\_\_ S\_\_\_\_\_ Su\_\_\_\_\_  
☐ **EXEMPT** -**\*ANNUAL Earnings \$** \_\_\_\_\_ \*Info. needed to calculate sick, vacation --and life ins. value for eligible EEs  
☐ **Position Change** \_\_\_\_\_  
☐ **Leave of Absence** ☐ **Job Protected Status** Projected date of return \_\_\_\_\_ ☐ **Furlough** (Attach furlough letter)  
**Notes:** \_\_\_\_\_

Separation of Employment

**Separation of Employment due to:**  
**Check one:** (Original hire date: \_\_\_\_\_) **Eligible for Rehire?** Yes No  
☐ **Termination / Dismissal** -Cleared to Terminate by: ☐ Human Resources, Lori Norcia ☐ Legal Counsel, Adrienne Moran  
☐ **Resignation** (Attach resignation letter) ☐ **Transfer to Diocesan site** (name): \_\_\_\_\_  
☐ **Retirement** ☐ **Early Retirement.** If eligible for Deferred Pension (frozen plan), benefits start date: \_\_\_\_\_  
☐ **Other** \_\_\_\_\_  
☐ **Under 20 hrs. Employee/** ☐ **Enrolled in 403(b) Ret. Plan.** ☐ **Exit checklist completed**  
**Notes:** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_ **Receipt acknowledgment Date:** \_\_\_\_\_  
☐ Employee refused to sign ☐ Employee unavailable for signature ☐ Copy delivered to the employee via \_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Person completing LEAF Pastor or Principal (approval not needed for personal information changes)

**Fax this form to confidential # (707) 566-3381** For questions, call: Human Resources (707) 566-3322  
**AND include the Unum Beneficiary form if applicable** or Benefits Office (707) 566-3349

[www.srdiocese.org](http://www.srdiocese.org)

## Location Admin use only:

Faxed to Benefits Office on: \_\_\_\_\_  
☐ Reta-BAS updated - Health deduction \$ \_\_\_\_\_  
☐ One America updated (if applicable)  
☐ IBS updated ☐ CMG Connect updated  
☐ Unum Beneficiary faxed on \_\_\_\_\_

## Benefits/Chancery use only:

( ) Recorded in Benefits Log ( ) Accounting Dept. e-mail \_\_\_\_\_  
 ( ) Unum updated ( ) Human Resources fax \_\_\_\_\_  
 ( ) Faxed to Pension Services \_\_\_\_\_ ( ) \_\_\_\_\_ other \_\_\_\_\_

## Received:

## Definition of Exempt and Non-Exempt Employees

**Exempt Employees-SALARY:** More than 50% of the time must be spent doing the following:

- An executive, administrative, or professional employee.
- Usually supervises two or more employees.
- Regularly and customarily exercises discretion and independent judgment. The decisions must involve matters of consequence of real and substantial significance to the **policies** or **general operation** of the business.
- Must be paid at least two times the state minimum wage for full-time work.

**Non-exempt employees-HOURLY:**

- Are subject to the wage and hour laws of the state and federal government including overtime laws.
- Are required by law to take breaks and meal breaks.

**Contracted Teacher/Administrator:**

- Professionally qualified and employed by a Catholic school
- Terms, provisions, and obligations are stated on the contract
- At least 75% of the time is spent instructing students

## Benefits Eligibility

Health insurance coverage is effective on the first day of the month coinciding with or the next following eligibility date and will end on the last day of the month in which employment/contract ends or full-time hours end. Other benefit specifics can be found in the Lay Employee Benefits Guide.

### 30+ Hours per Week

- Paid vacation, holidays, and sick leave
- Retirement Plans-One America: 401(a) -employer contributions & 403(b) -employee voluntary contributions
- Unum Life and AD&D Insurance
- Health Benefits Package: medical, prescription, dental, vision

### 20-29 Hours per Week = Part Diocesan Benefits:

- Paid vacation, holidays, and sick leave
- Retirement Plans-One America: 401(a) -employer contributions & 403(b) -employee voluntary contributions
- Unum Life and AD&D Insurance

### Less than 20 Hours per Week

- Only eligible for CA paid sick leave of 40 hours per calendar year
- Retirement Plan-One America: only 403(b) - employee voluntary contributions

**Furlough** – expected to return and maintain employment status. If already on Diocesan health benefits and worked 9 months out of the last 12, the employee retains health benefits. If not, then CA COBRA eligible and benefits reinstated upon return.

**Medical Leave Categories** -Some of them run concurrently and may offer job protection.

|                                |   |
|--------------------------------|---|
| FMLA: Family Medical Leave Act | PDL: Pregnancy Disability Leave               |
| CFRA: CA Family Rights Act     | PFL: Paid Family Leave                        |
| NPLA: New Parent Leave Act     | - Contact HR for assistance with any of these |

## Termination

Termination of employment is a time consuming and stressful event. Though we are an “at will” State, documentation is an important part of the process. With all of the pitfalls, it is mandatory that Legal counsel and Human Resources be involved with the termination process. Therefore, effective April 30, 2013:

As a condition of coverage for any employment claims, our insurance carrier, Catholic Mutual, has notified us that Lori Norcia, Human Resources Director for the Diocese AND Adrienne Moran, Diocesan attorney, must be **promptly** contacted if there is a potential for termination. The Diocese will need to confirm that advice of Human Resources and our attorney was sought and followed prior to termination so that we can meet these insuring requirements. Catholic Mutual has advised that failure to follow this protocol will result in the denial of coverage of the employment claim.

### **For questions contact:**

- Human Resources Director, Lori Norcia: 707-566-3322 / [lnorcia@srdiocese.org](mailto:lnorcia@srdiocese.org)
- Diocesan Attorney, Adrienne Moran: 707-544-5858 / [ade@shapirogalvinlaw.org](mailto:ade@shapirogalvinlaw.org)
- Benefits Manager, Rachael de la O: 707-566-3349 / [rdelao@srdiocese.org](mailto:rdelao@srdiocese.org)
- Benefits Specialist, Annette Carroll: 707-566-3348 / [acarroll@srdiocese.org](mailto:acarroll@srdiocese.org)
- Diocesan website: [www.srdiocese.org](http://www.srdiocese.org)