



# DIOCESE OF SANTA ROSA – LAY EMPLOYEE ACTION FORM

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

\* **Effective Date of Action:** \_\_\_\_\_

**New Hire**    **Change in Status**    **Leave of Absence**

**Separation of Employment**    **Pay rate change** (parishes only)

**Information Change** Address, SS# / Name -reason for change: \_\_\_\_\_

**Entity Name:** \_\_\_\_\_

Check one:  Parish    School    N/A

City \_\_\_\_\_ Entity # \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

First name \_\_\_\_\_ (M) \_\_\_\_\_ Last \_\_\_\_\_

**Check one:**  Male    Female

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

**Mailing Address:** \_\_\_\_\_

Street #/name \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

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

**Estimated ANNUAL Earnings \$** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

Needed to estimate value of life ins. if applicable

**NON-EXEMPT** \$ \_\_\_\_\_/Hour    **EXEMPT**    **CONTRACTED TEACHER/ADMINISTRATOR**

New Employee

**Check one:**

**New Hire**    **Rehire**-previous hire date: \_\_\_\_\_    **Transfer** from another Diocesan entity name: \_\_\_\_\_

**Parishes: Indicate position**    Permanent    Temporary: For how long? \_\_\_\_\_

**Schools: Cleared to Hire** by Depart. of Cath. Schools?    Yes    No   Application on File?    Yes    No

Check one:   Contract   MOU   Sub. for how long? \_\_\_\_\_

**Check one:**    **Less than 20 hrs./wk.**    **20-29 hrs./wk.**    **30+ hrs./wk.**    Employee electing to waive Health Benefits  
(Proof of other coverage must be filed with entity's records)

Previously employed at another Diocesan entity name: \_\_\_\_\_

Comment: \_\_\_\_\_

Change in Status

**Change FROM:**    **Less than 20 hrs./wk.**    **20-29 hrs./wk.**    **30+ hrs./wk.**   ( Employee waived Health Benefits.)

Change in Status due to: **Check one:**    **Hours increased**    **Hours reduced**    **Furlough** (Attach furlough letter)

**Change TO:**    **Less than 20 hrs./wk.**    **20-29 hrs./wk.**    **30+ hrs./wk.**    Employee electing to waive Health Benefits.  
(Proof of other coverage must be filed with entity's records)

**Recalled from Furlough** \_\_\_\_\_

Leave of Absence. **Check all that apply:**    **FMLA / CFRA / NPLA**    **SDI**    **PDL**    **PFL**    **UI**

Projected date of return \_\_\_\_\_ Returned from LOA \_\_\_\_\_

Comment: \_\_\_\_\_

Separation of Employment

**Check one:**

**Separation of Employment** due to:   (Original hire date: \_\_\_\_\_)   **Eligible for Rehire?**    Yes    No

Termination / Dismissal   Cleared to Terminate by:    Human Resources, Lori Norcia    Legal Counsel, Adrienne Moran

Resignation (Include resignation Letter)    Teacher Contract Nonrenewal

Retirement    Early Retirement. If eligible for Deferred Pension (frozen plan), benefits start date: \_\_\_\_\_

Transfer to another Diocesan entity (name): \_\_\_\_\_

Other \_\_\_\_\_

Employee had no Diocesan Benefits (less than 20 hrs./wk.)

Comment: \_\_\_\_\_

**Employee:** I have read, understand and acknowledge receipt of a copy of this document.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Employee Refused to sign    Employee unavailable for signature   Copy delivered to employee via \_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_ Date: \_\_\_\_\_

Pastor or Principal (not needed for personal information changes)

**Fax this form to:** Diocese of Santa Rosa, Benefits Office (707) 566-3381  
(Include SUN LIFE Beneficiary form if applicable)

For questions call: Human Resources (707) 566-3322  
or Benefits Office (707) 566-3349

Faxed to Benefits Office on: \_\_\_\_\_

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

<b>Benefits Office use only:</b>			<b>Received:</b>
<input type="checkbox"/> Logged LEAF sheet	<input type="checkbox"/> Updated OneAmerica _____	<input type="checkbox"/> Accounting Dept. _____	e-mail _____
<input type="checkbox"/> Sent ACA Notice _____	<input type="checkbox"/> Updated RetaTrust _____	<input type="checkbox"/> Dept. of Catholic Schools _____	fax _____
<input type="checkbox"/> Sent SL Conversion form _____	BAS# _____	<input type="checkbox"/> Human Resources _____	other _____
<input type="checkbox"/> _____	<input type="checkbox"/> Updated IBS _____	<input type="checkbox"/> Faxed Pension Services _____	

## Definition of Exempt/Non Exempt Employees

### Non-exempt employees-HOURLY:

- Are directly supervised by an executive, administrative, or professional employee.
- May make decisions, but more in a routine manner.
- 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.

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

- An executive, administrative, or professional employee.
- Have decision making authority.
- Usually supervises others.
- 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.

### Contracted Teacher/Administrator:

- Professionally qualified and employed by a Catholic school
- Terms, provisions and obligations are stated on the contract

## Definition of Benefits Status

All Diocesan benefits are effective on the first day of the month coinciding or next following eligibility date and will end on the last day of the month in which employment/contract ends or hours decreased. Location administrator must "add and terminate" employee's health benefits [*including those who waived*] via [www.RetaTrust.org](http://www.RetaTrust.org).

### 30+ Hours per Week = Full Diocesan Benefits:

- Retirement Plan-One America (Defined Contribution)
- Sun Life Insurance
- Health Benefits Package: medical, prescription, dental, vision

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

- Retirement Plan-One America (Defined Contribution)
- Sun Life Insurance

### Less than 20 Hours per Week = Ineligible for Diocesan Benefits:

- Only eligible for CA paid sick leave of 24 hours per calendar year

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

### **Medical Leave Categories** -Some of them run con-current

#### Job Protection

FMLA: Family Medical Leave Act  
CFRA: CA Family Rights Act  
NPLA: New Parent Leave Act  
PDL: Pregnancy Disability Leave

#### Wage Replacement

SDI: State Disability Insurance  
PFL: Paid Family Leave  
UI: Unemployment Insurance

## Termination

Termination of employment is a time consuming and stressful event. Though we are an "at will" State, documentation is a huge 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 Supervisor, 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)