

**Diocese of Sacramento  
Office of Lay Personnel Forms**

*Available on the Diocese of Sacramento Website: [www.Diocese-Sacramento.org](http://www.Diocese-Sacramento.org).*

<b><u>Form #</u></b>	<b><u>Name of Form</u></b>	<b><u>Revised</u></b>
	Office of Lay Personnel Request for Forms	10/11
	Pre-Applicant Questionnaire (also in Spanish)	03/07
	Pre-Application Statement (also in Spanish)	03/07
IIPP-3b	General Safety Rules and Instructions	09/03
PT 10	Section 125 Employee Benefit Election Form	10/11
PT 80	Employment Application	05/08
PT 100	Personnel Transaction: Employment	10/09
PT 109	Group Benefit Plans Premium Rate Sheet	10/11
PT 110B	New Employee Checklist for Parishes and Schools	10/11
PT 120	Employee Emergency Information	09/06
PT 200/650	Personnel Transaction: Termination/Transfer/Change	10/11
PT 300a.02	Exempt Employee Performance Evaluation	07/09
PT 300b.02	Performance Review for Non Exempt Employees	07/09
PT 380	Medical Certification for FMLA and OFRA	02/07
PT 381	Certificate of Physician or Practitioner for PDL	02/07
PT 382	Authorization for Release of Medical Information	02/07
PT 383	Family/Medical/CFRA Leave Policy	02/07
PT 384	Pregnancy Disability Leave	02/07
PT 385	Return to Work Medical Release Form	02/07
PT 387	Occupational Disability Leave	07/06
PT 388	Leave for Ineligible Employees	02/07
PT 400	Employee Request for Leave	02/07
PT 500	Non-Exempt Employee Time/Leave Record	02/07
PT 501	Exempt Employee Leave Form	02/09
PT 505	Makeup Time Request	02/07
PT 510	Extra Work Pre-Authorization	07/00
PT 651	Reason for Separation	02/07
PT 652	Summary of Continuation of Benefits	02/09
PT 655	Request to Inspect Personnel File	04/08
PT 690	Separation Checklist	02/09
PT 700	Job Description (sample format)	07/00
PT 800	Direct Deposit Authorization	02/09
PT 805	Payroll Reimbursement Voucher	06/07
PT 900	Documentation	07/99
PT 1000	Group Benefit Plans Employee Application	10/11
PT 1000	Group Benefit Arbitration Agreement	10/11
PT 1000	Refusal for Personal Coverage	10/11
PT 1001	Benefit Payroll Deduction Authorization	10/11
SACL 200	Benefit Distribution Process	10/05
SACL 201	Pension Plan Beneficiary Designation	10/06

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*Also available on the Diocese of Sacramento Website: [www.Diocese-Sacramento.org](http://www.Diocese-Sacramento.org)*

<b>Miscellaneous:</b>		<b><u>Revised</u></b>
	Contact Information	10/11
	Holiday Schedule	Yearly
	Payroll Schedule	Yearly
	Parish Job Descriptions	N/A
	School Job Descriptions	N/A
	Parish Volunteer Agreement	03/06
	School Volunteer Agreement	03/06
	Mileage Reimbursement Request	10/09
<b>Policies:</b>		
	Credit Card Agreement	05/08
	Hiring Policy FAQ	10/06
	Rehiring Policy (also in Spanish)	10/06
	Sexual Misconduct	N/A

*Forms available at different web sites:*

**Employment Development Department:** Website: [www.edd.ca.gov](http://www.edd.ca.gov)

DE 2320 California's Programs for the Unemployed  
DE 2501 Claim for State Disability Insurance (SDI) Benefits  
DE 2501F Claim for Paid Family Leave Benefits  
DE 2511 State Paid Family Leave Insurance Program  
DE 2515 State Disability Insurance Pamphlet  
DE 2589 State Disability Insurance and Paid Family Leave  
Weekly Benefit Amounts.

**Internal Revenue Service:** Website: [www.irs.ustreas.gov](http://www.irs.ustreas.gov)

W-4 Employee's Withholding Allowance Certificate

**California Immigration Services:** Website: [www.uscis.gov](http://www.uscis.gov)

I-9 Employment Eligibility Verification

**California Department of Fair Employment and Housing:** [www.dfeh.ca.gov](http://www.dfeh.ca.gov)

DFEH – 185 Sexual Harassment Pamphlet

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*Available at the Lay Personnel Office: [RWise@Diocese-Sacramento.org](mailto:RWise@Diocese-Sacramento.org)  
or call (916) 733-0240*

	Personnel Handbook	02/10
	Women's Religious Compensation and Benefit Policy	N/A
DWC 1	Employee's Claim for Workers' Compensation	06/10
	Benefits	
5020	Employer's Report of Occupational Injury or Illness	06/02
PT 670	Reference Release for Departing Employee	07/96
PT 680 (b)	Exit Interview Questionnaire	05/97

***Benefit supplies available at the Lay Personnel Office:***

- Employee Benefits Package Summary Sheets.
- Western Health Advantage, Blue Shield and Kaiser Enrollment Informational Packets.
- Envision Rx Prescription Drug Program Implementation Kit.
- Delta Dental Informational Packet.
- Vision Services Plan (VSP) Summary Sheets.
- The Standard Informational Packets for Basic Life, Voluntary Life and Long Term Disability.
- The Standard 430B Informational Packets.
- Pension Pamphlet.