

## Ongoing Clergy Education Workshop & Priest Appreciation

May 7, 2026

### Ongoing Clergy Education Workshop Schedule: @ St. Michael Catholic Church

9:45 – 10:15 a.m.	Check-in & Breakfast items
10:15 – 11:15 a.m.	Session #1 – HR: Bailey Ziegler (HR Director for St. Cloud)
11:15 – 11:30 a.m.	Break
11:30 – 12:30 p.m.	Session #2 – HR: Bailey Ziegler
12:30 – 1:15 p.m.	Lunch
1:15 – 2:15 p.m.	Session #3 – Personnel Policies, Supplementals & Files: Tim Thomas / Gannon Foley
2:15 – 2:30 p.m.	Break
2:30 – 3:30 p.m.	Session #4 – Construction Projects: Irene McCauley

### Priest Appreciation Mass Schedule: @ St. Michael Catholic Church

3:30 – 4:00 p.m.	Confessions
4:00 – 4:45 p.m.	Mass

### Dinner Schedule: @ NMU Northern Center

5:00 – 5:45 p.m.	Social
5:45 – 6:45 p.m.	Dinner
6:45 – 7:00 p.m.	Recognition of priestly anniversaries & presentation

### Topics covered by Bailey Ziegler:

- Hiring best practices
- Termination best practices
- Americans with Disabilities Act (ADA) – Workplace accommodations
  - o Job descriptions – “essential job function” VS “other duties as assigned”
- Difference between Salary and Hourly
- Difference between W-2 and 1099
- Determining fair wages
- Conflict management
- Best practices on building strong culture
- Understanding benefits – and how to communicate options for employees
- Importance of evaluations
- Performance Improvement Plan (PIP)