

Making Everything Easier!™

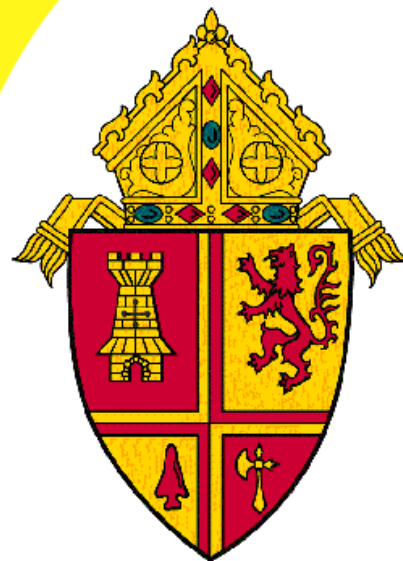
Novelty Edition

# Human Resources FOR DUMMIES®

## Learn to:

- Get Answers to all your questions on Human Resources, Payroll, Benefits, Retirement and Safe Environment

From:  
Your friends at the  
Diocese



## Human Resources Department

The mission of the Human Resources Department is to support schools, pastors, and those who minister in the parish as well as those in the Pastoral Center who "minister to the ministers."

We provide this support through promoting a work environment that is fair and just, one that applies the most appropriate and effective management principles and one that is consistent with the Legalities laid down by state, federal, and canon law.

We are charged with the enforcement of Safe Environment Standards for children and vulnerable adults.



Joe Loeber  
Executive Director  
727-341-6842

## Payroll Department – Transitioned to Accounting

The Payroll Department is committed to providing accurate and timely payroll with excellence in customer service.

[Tammie Laurito](#)

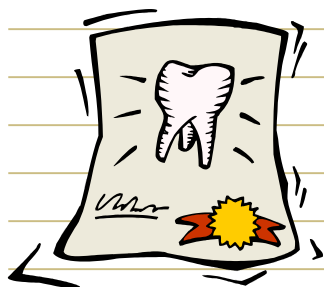
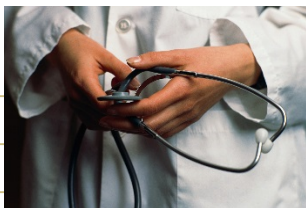
Payroll Manager

727-344-1611 x5399

The goal of providing exceptional customer service is achieved by providing friendly and effective communication, with a pledge for continuous improvement.



## Benefits Office

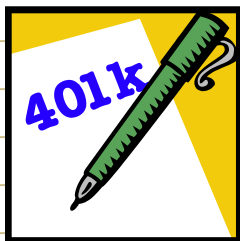


The Benefits Office provides comprehensive benefit support, with focused attention on quality customer service, in a courteous, professional and timely manner.

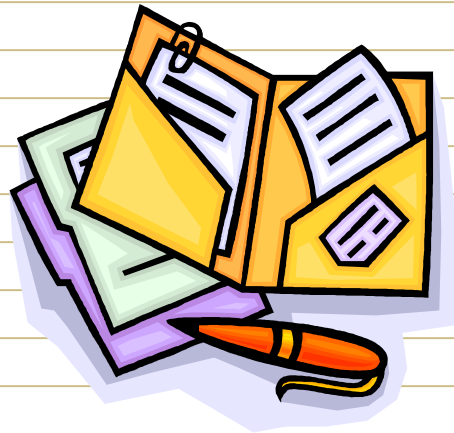
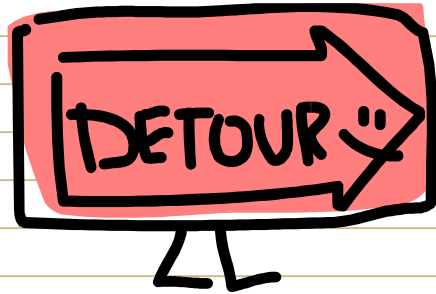
[Lisa Baggett](#)

Benefits Coordinator

727-344-1611 x5397



## Human Resources Department



[Faith Eschenfelder](#)

Human Resources

Secretary

727-344-1611

x5438

## Retirement Services Office



Provides comprehensive support of the retiree population within the Diocese. Services include research and correspondence on all questions related to upcoming retirement, as well as continued support after retirement.



[Valerie Burns](#)  
Retirement Services  
727-344-1611 x5222



## Safe Environment Program Office (SEPO)

The Diocese of St. Petersburg Safe Environment Program Office (SEPO) under the aegis of the Office of the Executive Director of Human Resources is responsible for the oversight, operation, maintenance, and enforcement of the Diocese of St. Petersburg Policy for the Protection of Children and Vulnerable Adults. The SEPO and its staff are dedicated to the protection of all children and vulnerable adults from abuse, especially sexual abuse.



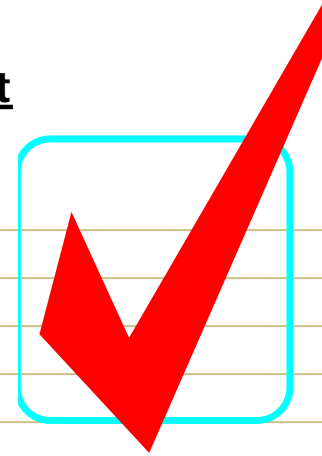
Michael Craig  
SEP Manager  
727-344-1611 x5377



## Background Screening Department



[Ellen Halloran](#)  
**LEVEL II Coordinator**  
**727-344-1611 x5303**



**The Diocese of St. Petersburg has implemented a state of the art electronic fingerprint/background system which will better serve the needs of our diocesan community by allowing the school/parish to directly receive screening results via a secure site.**



**Have a blessed day!**

