
POLICY

The Poverello Center, Inc. (TPC) provides certain benefits that begin at the end of a standard 90-day probationary period for certain employees and TPC informs employees about these benefits.

PROCEDURE

- I. At the end of a 90-day probationary period, certain employees become eligible for the following benefits:
 - A. Vacation Paid Time Off (PTO)
 - B. Floating Holiday
 - C. Volunteer Day
 - D. Health Insurance
 - E. Dental Insurance
 - F. Short Term Disability
 - G. (optional) Cancer, Accident Insurance
 - H. 401K Match (up to 4% of salary)
- II. The employee shall approach Human Resources or refer to the Employee Handbook to obtain information about initiating these benefits.

Approvals:

Signature: _____ Date: _____

Tania Taveras, MBA HRM
Volunteer/HR Manager

Signature: _____ Date: 6/7/19

Thomas S. Pietrogallo, MSW/LCSW, MBA
Chief Executive Officer

BOD Approved Date: 07.27.2016

Date Established: 04.01.1997

Date Reviewed/Revised: 06.06.2016; 07.09.2017; 06.07.2019