

POLICY

Poverello management shall maintain an Employee Handbook that explains clearly and concisely what is expected of employees.

Poverello management will also maintain a Volunteer Handbook that explains concisely and clearly what is expected of volunteers.

PROCEDURE

Each staff person at Poverello is provided an Employee handbook upon their first day of Work. The staff person shall sign for receipt of this handbook and will read for understanding of all elements contained within the handbook. Should the employee have any questions, they will be addressed and answered by the assigned employee's supervisor/manager and if not answered to the employee's satisfaction, they may approach the Volunteer/Human Resources Specialist.

Each volunteer at Poverello is provided with a Volunteer Handbook prior to their first day of volunteering. The Volunteer shall sign for receipt of the handbook and will read for understanding all the elements contained within the handbook. Should the volunteer have any questions, they will be addressed and answered by the assigned volunteer/HR Specialist.

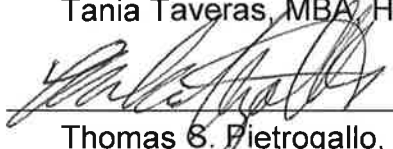
Resources: Employee Handbook and Volunteer Handbook attached.

Approvals:

Manager's Signature: _____ Date: _____

Chief Administrative Officer: _____ Date: _____

Tania Taveras, MBA, HRM

CEO Signature:  Date: 6/2/19

Thomas S. Pietrogallo, MSW/LCSW, MBA

BOD Approved Date: 06.22.2016

Date Established: 06.22.2016; Date Revised: 03.06.17; 07/08/17; 05/31/2019