



PO Box 1406
Wall Street Station
New York, NY 10268-1406
Tel. 212.349.6009 Fax 212.349.6810
www.sanctuaryforfamilies.org

April 05, 2024

Annabelle Lopane
annabelletripp@gmail.com

Dear Annabelle,

On behalf of Sanctuary for Families, I am pleased to confirm our offer of employment in the position of regular, full-time, **Project Assistant**, with our **Pro Bono Project**, at the Manhattan location, with an effective start date of April 15, 2024.

In this capacity, you will report to **Nicole Fidler**, Senior Project Director, Pro Bono Program, who will discuss and orient you to your job responsibilities, performance standards, and the policies, procedures, and protocols of Sanctuary for Families.

You will be compensated as follows:

- **Salary** - \$29.7313 is the hourly rate in this non-exempt position. In accordance with federal regulations, non-exempt employees at Sanctuary for Families receive overtime wages for hours worked over 40 in a single work week. Time absent from the job for vacation, holiday, sick, or other paid leave is not counted as time worked for the purpose of computing overtime hours. For all hours worked over 40, non-exempt employees receive overtime wages at the rate of one-and-one-half times the employee's regular rate. Additionally, non-exempt employees are compensated at twice the regular rate (i.e. double time) for hours worked on an agency holiday. The additional overtime pay will be included in the paycheck for the pay period in which the overtime was worked. Overtime work is limited to unusual, essential, or emergency situations and must be approved in advance by the employee's supervisor.
- **Pay Dates** - You will receive your first paycheck on May 03, 2024 for time worked through April 26, 2024. Thereafter, in accordance with Sanctuary for Families policy, you will be paid every other Friday for a total of 26 pay periods annually.
- **Benefits Highlights:**
 - **Paid Time Off** - You are eligible to use paid time off after you have completed your 90-day Probationary Period on July 14, 2024.
 - **Vacation Leave** - During your first two years of employment you will receive fifteen (15) vacation days earned at the rate of (1.25) day per month.
 - **Sick** - All full-time employees are granted twelve (12) paid sick days annually earned at the rate of (1) day per month.
 - **Personal** - All full-time employees accrue four (4) personal days annually.
 - **Insurance Coverage:** You will be enrolled in Sanctuary for Families Group Term Life Insurance Policy on May 01, 2024.
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 - You may wish to enroll in the contributory medical, dental and vision care coverage. Should you do so, the coverage will be effective on May 01, 2024.

You are required to attend our in-person **Orientation on Monday, April 15, 2024** from 9:00 am to 1:00 pm.

Employees in this position are represented by the Union NOLSW, Local 2320, UAW.

Please be advised that your employment is 'at-will,' and neither this letter nor any personnel manual or employee handbook constitutes an employment contract. Employment for all staff at Sanctuary for Families is subject to the availability of funds and the discretion of the agency based on the needs of the programs and the clients.



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Please sign/date a copy of this offer below of your acceptance and return it to Human Resources within 72 hours.

On behalf of Sanctuary for Families, we look forward to your arrival and wish you every success in your new role. Should you have any questions or concerns in advance of your start date, please do not hesitate to contact me at 212-349-6009 x1339.

Sincerely,

A handwritten signature in black ink, appearing to read "Genie L. Colbert".

Genie L. Colbert
Chief People & Culture Officer

By my signature below I acknowledge receipt and acceptance of the offer of employment described above.

Annabelle Lopane

April 5, 2024

Employee's Signature

Date