

**BENCO
Personnel Manual**

NEW EMPLOYEE AND REHIRE REQUIREMENTS

All new and rehired employees must attend Pre-Service training. Employees must provide proof of employment authorization and identity. Employees must keep and provide proof of current vehicle insurance if they own their own vehicle or drive another person's vehicle on a regular basis. Employees must complete a background check. If an employee refuses to complete a background check or the employee's background check is denied by the State of Oregon Background Check Unit, Benco will terminate employment effective immediately.

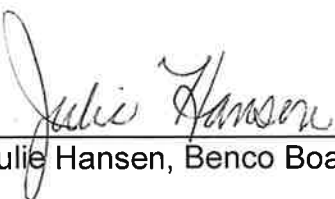
Employees must complete Bloodborne Pathogens (BBP), COVID-19, and Mandatory Abuse Reporting (MAR) trainings prior to working directly with residents in a Benco program unless the re-hired employee's training date is still current with Benco. Employees must complete CPR and First Aid training within 30 days of their hire date unless the employee is currently certified and can provide a copy of current certification.

Employees must complete Intro to your Role training within 30 days of their hire date unless the employee took it while previously employed with Benco and has the documentation in their file. Employees must complete the Oregon State online Core Competency training or provide a copy of their completed previously completed transcripts within 60 days of their hire date and before working unassisted.

Employees must complete Oregon Intervention System (OIS) training within 30 days of their hire date, unless the employee is currently certified and can provide a copy of current certification. Benco will determine if the OIS certification will be accepted. The employee will need to attend additional training from the OIS trainer to update their certification for Benco specific residents.

Employees must complete the Benco Medication Administration Training Packet and medication demonstrations for each resident at the program before working unassisted.

Employees that have not completed the above requirements will not be eligible to receive regularly scheduled hours and cannot work unassisted until those requirements are met. The employee may also receive disciplinary action up to and including termination if the employee cannot meet these requirements.

Approved By: 
Julie Hansen, Benco Board President

Date: 10/17/24