

**BENCO
Personnel Manual**

CORE COMPETENCY

All new employees/rehires at Benco receive basic orientation and training within the first 90 days of employment. This training covers health, safety, rights, values, personal regard, as described in the Oregon State Core Competencies as well as Benco's mission statement.

Methods for this training include classroom work as well as on-the-job training for program specific and resident-specific applications. Trainers use a combination of written materials, videos, discussions and group activities and online training. The employee/rehire will be required to complete Oregon's State Core Competency training within 60 days of the employees hire date.

All training is competency-based. All new employees/rehires are expected to reach a level of proficiency for a task, not merely attend a training session. A supervisor or designated employee with core competency training will evaluate the skills of the new employee/rehire by observation in the work setting, review of work samples, interview or other appropriate means. Both the trainer and the new employee/rehire will initial that the competency is met. Competencies will be evaluated before the new employee/rehire works unassisted, as identified on the core competency checklists in the training book.

New employees/rehires who do not meet the standards for a particular competency will receive additional training and support until such time the employee can meet the standard. If a new employee/rehire cannot meet a competency, then a specific plan will be made for that employee. That plan may include: adjusting the work tasks; adapting the environment; providing additional employee support or termination of employment from Benco. Any such changes to core competencies will be noted in the employees personnel file and on the core competency checklists.

Upon completion of core competency training the documents will be filed in the employee's personnel file.

Approved By: 
Julie Hansen, Benco Board President

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