

BENCO Personnel Manual

RAISE GUIDELINES, PROMOTIONS, DEMOTIONS AND HIRING INCENTIVE

RAISES

Employees will receive a raise based on the Board of Directors approved raise guidelines.

Employees will receive a raise at 6 months, 1 year, 1 ½ years and 2 years of employment and annually thereafter as long as their base wage has not met the cap for the position the employee is currently in.

Once the employee reaches the cap for their position, no further raises will be given without the Board of Directors approval.

PROMOTIONS

When a position becomes available the position will be posted throughout Benco. Eligible employees will have the first opportunity to apply for the position. The hiring team will have the ultimate decision in choosing the applicant for the position. The wage increase will be based on their current wage for the position the employee is in, using the most current Board approved wage scales and wage guideline. The employee will receive a transmittal showing their pay increase and new position title.

DEMOTIONS

When an employee is demoted the wage decrease will be the same amount they were given when they were promoted into that position. If the employee did not receive an increase for their current position or received a promotion increase prior to July 4, 2022, they will receive a percentage decrease based on their new position. The employee will receive a transmittal showing their pay decrease and new position title.

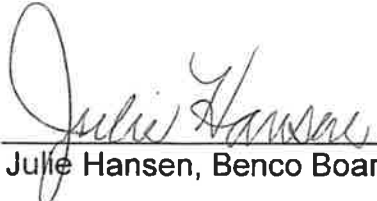
HIRING INCENTIVE

If an employee refers someone to Benco for employment and the applicant places the employees name on their application the employee will be eligible for \$100.00 hiring incentive (subject to taxes) under the following conditions:

- The applicant must place the employee's name on the Benco application.
- The applicant must be hired and stay employed with Benco for at least six months.

- The employee must maintain their employment with Benco for six months from the date the applicant was hired.
- The employee and the applicant must continue to meet current employment criteria.

If all of the following criteria are met the hiring incentive will be paid to the employee in a separate check on the last day of the month following the six-month date of hire of the applicant.

Approved By: 
Julie Hansen, Benco Board President

Date: 8/15/24