

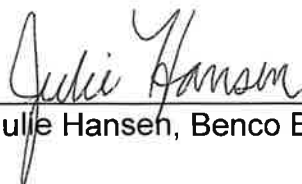
**BENCO  
Personnel Manual**

**EMPLOYEE SHORTAGE**

Due to occasional employee shortages Benco will allow exempt employees to work in other programs at an hourly rate.

The following guidelines will be followed:

- Salaried exempt employees must have prior approval from the Residential Director and/or Executive Director to work in another program.
- Salaried exempt employees cannot be on pager cell phone duty while filling in for other programs.
- Salaried exempt employees must ensure that all their job requirements continue to be met at their own program.
- Salaried exempt employees must not cover shifts at another program if their own program is short on employees.
- Salaried exempt employees that are working over forty hours per week must have the time pre-approved by the Residential Director or Executive Director.

Approved By:   
Julie Hansen, Benco Board President

Date: 7/21/22