

**BENCO
Personnel Manual**

PROBATION

Supervisors will use the employee probationary period to assess the employee's ability to perform their job duties such as: working with the residents and co-workers, paperwork and documentation, follow through, attendance and attitude towards their job and others. Supervisors will provide training and feedback on a regular basis to let the employee know how they are doing.

The employee will be notified in writing when they have completed their probationary period to Benco's satisfaction 6 months from date of hire or promotion. The Executive Director can extend an employee's probationary period beyond the 6 months, but not more than twelve month's total.

PROBATIONARY PERIOD-New hires

Newly hired employees will serve a 6-month probationary period.

If an employee has called in advance to explain they will be late for training or a scheduled shift, the employee will receive a Documentation of Conversation.

If an employee fails to call or show up for training or a scheduled shift, this may result in termination. The employee will be given the opportunity to explain.

If an employee is more than 5 minutes late to a training class, the employee will not be allowed into the class, whether the employee called in advance or not.

If an employee has not called or has called after the training class has started, the employee will receive a documented verbal warning

If an employee fails to meet the expectations of the job, this will result in disciplinary action up to and including termination.

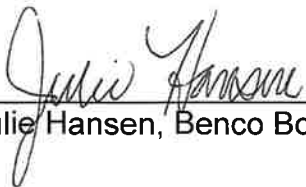
PROBATIONARY PERIOD-Promotions

Employees who have been promoted will serve a 6-month probationary period.

Failing to meet the expectations of the job within the probationary period could result in disciplinary action up to and including demotion or termination.

There are no guarantees that the employee will be placed within the same program or shifts or same number of hours that they had prior to being promoted.

Approved By: _____


Julie Hansen, Benco Board President

Date: _____

