

**BENCO
Personnel Manual**

EMPLOYEE PERFORMANCE REVIEW

A job description is developed for each position including the duties and function of the position and the educational and technical qualifications required. A list of specific duties may be assigned in addition to the basic job description. Each employee should become familiar with and periodically review their job description. Benco reserves the right to update, add, delete, or revise job descriptions as often as needed. Whenever a job description is changed the employee must read and sign it.

Following Benco's six-month Probation Policy new employees/rehires and promoted employees will have a discussion of the employee's current performance at three months of employment/promotion and a written performance review at six months of employment/promotion. At the six-month performance review, it will be determined if the employee has satisfactorily met all requirements of the position. Employees and promoted employees will receive performance reviews annually thereafter.

The purpose of performance reviews is to provide:

1. Specific goals and objectives for each employee.
2. Provide a basis for communication between employees and the supervisor regarding the employee's job performance.
3. Provide a guide to the goals for employee education and training.
4. Provide a basis for promotion, dismissal and/or adjustment.

Reviews will be initiated and completed by the Board of Directors for the Executive Director.

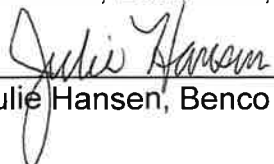
Reviews will be initiated and completed by the Executive Director for the Residential Directors, Behavior Specialist/Training Coordinator, Substitute Company Trainer, Personnel Director, Finance Director, Maintenance/Landscape and Groundskeeper positions.

Reviews will be initiated and completed by the Finance Director and Personnel Director for the Administrative Assistant.

Reviews will be initiated and completed by the Residential Directors for the Program Coordinators.

Reviews will be initiated and completed by the Program Coordinator for the Stone Street LPN's and RN's.

Reviews will be initiated and completed by the Program Coordinators for the Assistant Program Coordinators, Lead Staff, and Direct Support Professional employees.

Approved By: 
Julie Hansen, Benco Board President

Date: 7/21/22