

**BENCO
Personnel Manual**


HANDBOOK

This handbook has been prepared to acquaint new employees with and update present employees of the current policies, rules, procedures and benefits which apply to employment at Benco. Please read this handbook carefully and keep it handy for future reference. This handbook will be available at each Benco location. It is the employee's responsibility to be familiar with the contents. If an employee has questions about this handbook the employee may review the handbook with their supervisor, Residential Director or the Personnel Director.

All policies, rules, procedures, and benefits in this manual are effective immediately unless otherwise stated by the Board of Directors or Executive Director. This manual supersedes all previous policies, rules, procedures, and benefits of Benco both oral and written, and all past practices. We reserve the right to make changes, update, delete, or add to these policies, rules, procedures, and benefits at any time. All changes to the policies, rules, procedures and benefits in this manual are approved by the Benco Board of Directors, and those changes are binding when made in writing. Changes to the policies are originated by the Personnel Director, approved by the Executive Director and Board of Directors and signed by the Board president.

Benco is an "employment-at-will" company. This means either the employee or the company may terminate the employment relationship at any time without reason or cause.

The information contained in this manual is presented as a matter of information only. It is simply a summary of the current policies, rules, procedures, and benefits of the organization. These policies do not constitute contractual obligations of any kind inconsistent with or in addition to the terms of a valid collective bargaining agreement.

Approved By: 
Julie Hansen, Benco Board President

Date: 7/21/22