

BENCO
24 Hour
POLICIES AND PROCEDURES

SUBJECT: PERSONNEL FILES AND QUALIFICATION RECORDS

OAR: 411-323-0050 (9) a-h

POLICY:

Benco will maintain a personnel file on each employee. In addition, Benco will maintain the following information on each employee in a file available to the County for inspection.

PROCEDURE:

- Personnel files and qualifications:
 - **(9) a-h** Benco will maintain up-to-date written job descriptions for all employees. Each employee will have: written documentation that references and qualifications were checked; written documentation by the State of an approved background check as defined in OAR 407-007-0210; written documentation of employee notification of mandatory abuse training and reporter status prior to supervising individuals and annually thereafter; written documentation of any complaints filed against the employee and the results of the complaint process, including, if any, disciplinary action.
 - Each employee will have written documentation of any founded report of substantiated adult abuse; written documentation of 12 hours of job-related in-service training annually; documentation that the employee has been certified in CPR and First Aid by a certified trainer within 90 days of employment and that certification is kept current; and for employee operating vehicles that transport individuals, documentation of a valid license to drive and proof of vehicle insurance in compliance with the laws of the Department of Motor Vehicles.

Approved By: Kristen Gregory
Kristen Gregory, Benco Board President

Date: 12-10-2019