

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.

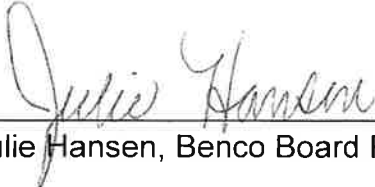
PROCEDURE:

- Personnel files and qualifications:

(9) a-h Benco will maintain up-to-date written job descriptions for all employees. Each employee will have a 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: _____


Julie Hansen, Benco Board President

Date: _____

