

**BENCO**  
**Personnel Manual**

**HIRING**

The first step of the hiring process is to review the applicant's application and check the applicant's current and/or past work references and personal references. Benco reserves the right not to process an application if the references do not meet our standards or if the application is not complete or legible. Benco would prefer to have 2 work references but will consider the applicant with one work reference and two unrelated personal references. All references must meet Benco standards.

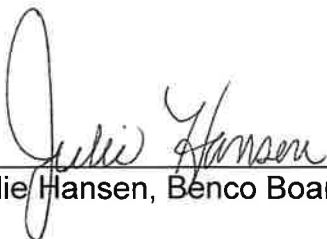
If the interview was satisfactory, Benco will notify the applicant of our decision within a few days either by phone or letter. Benco will order the applicants driving record. If the applicant has an out-of-state driver's license the applicant is responsible for obtaining their driving record for Benco. The applicants driving record must meet Benco insurance/policy standards. The applicant must pass a background check and provide Benco with a copy of one of the following: High School Diploma, GED, Degree or Current College Transcripts. Most of these requirements should be completed prior to the date of hire.

Benco reserves the right not to re-hire. Regular hiring procedures will be used with applicants wishing to be re-hired if the person has not worked for Benco for ninety-one days or more. Applicants who have worked for Benco within the last ninety days will complete pre-service and the re-hire packet. Benco will check the past employee files to determine if the applicant's training (MAR/BBP/OSHA, CPR/FA and OIS) is current or if the applicant will need re-certification.

**SUBSTITUTES**

Applicants that are hired for "sub status" are not entitled to health insurance or retirement benefits. Employees that were previously working full time or part time hours but have dropped hours to become a "sub" will not be entitled to health insurance benefits, or retirement benefits. The employee will be entitled to COBRA for up to 18 months if the employee had health insurance prior to dropping below 30 hours per week. If the employee has sick or vacation benefits and/or retirement benefits accrued, the employee will not lose them.

The sub employee can continue to use their vacation benefits to a zero balance as long as the employee is working regularly scheduled hours. The sub employee's retirement benefits will remain, but the sub employee may not put any additional money into the retirement plan until the sub employee is working at least 10 regularly scheduled hours per week. Sub employees must work an actual shift at least every 90 days and must keep their training current. Sub employees that do not meet the criteria will receive a letter stating they are no longer employed with Benco.

Approved By:   
Julie Hansen, Benco Board President

Date: 7/21/22