

BENCO Personnel Manual

EMPLOYEE DISCIPLINE

The orderly and efficient operation of Benco requires that employees maintain proper standards of conduct/ethics at all times. These standards of conduct/ethics are necessary to protect the health and safety of all employees, to maintain uninterrupted services and to protect Benco's goodwill and property. To that end, Benco sets forth established rules which all employees are required to follow.

An employee who fails to maintain, at all times, proper standards of conduct/ethics, or who violates any of the rules listed below will be subject to pre-disciplinary or disciplinary action, up to and including termination.

EMPLOYEE RULES

The following types of behavior, which are ordinarily grounds for pre-disciplinary or disciplinary action, include, but are not limited to, those listed below:

1. Discourteous treatment of the residents, public, parents, siblings, guardians or other employees.
2. Falsification of work documentation or pay records.
3. Fraud of any kind.
4. Incompetence--inability or unwillingness to perform the assigned job duties after retraining and support.
5. Inefficiency--failure to perform assigned job duties within normally accepted limits after training and support.
6. Absence without notice or unexcused tardiness.
7. Unauthorized absence from the job for a period of 30 minutes or longer.
8. Inexcusable neglect of duty.
9. Insubordinate conduct or refusal to follow directions.
10. Dishonesty--theft, misappropriation, lying, or gross deviation from the facts or any other act which is normally construed as dishonest.
11. No employee will be permitted to work or represent Benco while under the influence of drugs, alcohol, or controlled substances. This also applies to prescription medications being taken while at work without the supervisor's or director's knowledge, taking prescription medications that are not prescribed to the employee and the manufacture, sale, use or possession of drugs, alcohol, controlled substances or prescribed medication(s) (that have not been approved by a supervisor or Director or are not prescribed to the employee) which impairs job performance or poses a hazard are not permitted while on duty or on Benco premises (this also includes recreational and medical marijuana use).
12. Conviction of a felony or misdemeanor that adversely affects the employee's

- Ability to perform the duties and responsibilities of the position.
13. Political activity prohibited by state or federal law.
 14. Failure to complete or possess or keep in effect any license, certificate or required training from the State such as CPR/First Aid, OIS or Bloodborne Pathogens and Mandatory Reporting Abuse or RN/LPN license.
 15. Violation of any program rules or procedures.
 16. Failure to wear safety articles and use protective equipment and to immediately report any injury or accident.
 17. Violation of any program or Benco safety rule or regulation or failure to meet normal and prudent standards of safe conduct in the performance of a job.
 18. Willful misuse or destruction of Benco property.
 19. Personal use of Benco equipment, tools, vehicles or facilities without specific written authorization.
 20. Smoking in unauthorized areas.
 21. Willful conflict of interest.
 22. Personal business conducted during working hours.
 23. Any other action that is considered cause for disciplinary action.

Pre-discipline is defined as discussion/Documentation of Conversation given by Benco to rectify an employee's improper conduct prior to formal discipline. Discipline includes verbal warning, written warning, suspension, demotion, and termination. Investigation leave is leave without pay during an investigation or introspection prior to possible termination action.

The degree of discipline will be based upon:

1. The gravity of the offense or rule violated.
2. The circumstances under which the misconduct, fraud or unethical behavior occurred.
3. Extenuating facts that motivated the offender and would be considered to mitigate the offense or the penalty.
4. The employee's length of service.
5. The employee's past conduct record.

To provide consistency in determining the gravity of the offense or rule violated, "A Suggested Guide to Disciplinary Action" is included to assist in determining the severity of various types of violations. This attachment is clearly only a guide and is not intended to be all-inclusive. However, this guide does provide a solid yet a flexible framework from which to make objective and consistent judgments relative to the severity of employee misconduct, fraud, or unethical behavior.

Approved By: Julie Hansen
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