## DISCIPLINARY GUIDE FOR UNCOMPLETED AND EXPIRED TRAINING

### CPR/FIRST AID

Employees will be suspended without pay the day following the employee's expiration date if their training is not completed. * The employee will remain suspended and must attend the next available training in order to return to work.

Employees will not be allowed to continue training at a program or to work unassisted or alone if they have not completed CPR/First Aid training within 30 days of their date of hire.

The only exception to this is if Benco does not have a scheduled training class within the 30 days of the date of hire for the employee.

### BLOODBORNE PATHOGEN/OSHA, MANDATORY ABUSE REPORTING (MAR)

Employees will be suspended without pay the day following the employee's expiration date if their training is not completed. * The employee will remain suspended and must attend the next available training in order to return to work.

Employees must complete Bloodborne Pathogens/OSHA and Mandatory Abuse Reporting training prior to going to a program to begin training.

### OIS TRAINING

Employees will be suspended without pay the day following the employee's expiration date if their training is not completed. * The employee will remain suspended and must attend the next available training in order to return to work.

Employees will not be allowed to continue training at a program or to work unassisted or alone if they have not completed OIS training within 30 days of their date of hire.

The only exception to this is if Benco does not have a scheduled training class within the 30 days of the date of hire for the new employee.

### INTRO TO YOUR ROLE

Employees who have not completed Intro to Your Role training within 30 days of the employee's date of hire will not be allowed to continue training in the program until they attend the training.

### ANNUAL TRAINING

Direct Support Professionals, Lead Staff, Assistant Program Coordinators, Program Coordinators, Residential Directors and Nurses are required to complete 12 hours of training annually. If the annual training hours are not completed by the end of the calendar year, the employee will receive a verbal warning with next step being a written warning.

**CORE COMPETENCY WORKBOOK**
Employees must complete the Core Competency Workbook within ninety days from their date of hire.

The Core Competency checklist, workbook and the medication administration packet must be completed and graded at an 80% or better prior to an employee working unassisted or alone. The employee must demonstration at least two times, in front of the Program Coordinator, giving medications to each resident in the program successfully before the employee may work unassisted or alone.

***NOTE:** Employees can attend any of the training's listed in this guide while they are on unpaid suspension. Employees will be paid for the training time regardless of if they are on unpaid suspension.

*Benco may consider termination of employment if an employee receives more than three suspensions for trainings in three years.

Approved By: Julie Hansen
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