

**BENCO  
Personnel Manual**

**NEW EMPLOYEE AND REHIRE REQUIREMENTS**

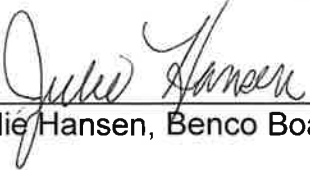
All new and rehired employees must attend pre-service. Employees must provide proof of employment authorization and identity. Employees must keep and provide proof of current vehicle insurance if they own their own vehicle or drive another person's vehicle on a regular basis. Employees/rehires must complete a background check. If an employee/rehire refuses to complete a background check or the employee/rehires background check is denied by the State of Oregon background check unit Benco will terminate employment effective immediately.

Employees/rehires must complete Blood borne Pathogen (BBP) OSHA (Occupational Safety and Health Administration) and Mandatory Abuse Reporting (MAR) training prior to training in a Benco program unless the re-hired employees training date is still current with Benco. Employees/rehires must complete CPR and First Aid training within 30 days of their hire date unless the rehire is still currently certified or can provide a copy of current certification.

Employees/rehires must complete Intro to your Role training within 30 days of their hire date unless the rehire took it while previously employed with Benco and has the documentation in their file. Employees must complete the Oregon State online Core Competency training within 60 days of their hire date and before working unassisted or provide a copy of their completed transcripts.

Employees/rehires must complete Oregon Intervention System (OIS) training within 30 days of their hire date, unless the employee/rehire is still currently certified through Benco or can provide a copy of current certification from another place (Benco will determine if the OIS certification from another place will be accepted). The employee will need to attend additional training from Benco's OIS trainer to update their OIS certification for Benco specific residents.

Employees must complete the Benco Medication Administration Training Packet and medication demonstrations for each resident at the program before working unassisted. Rehires must complete the medication side effects for each resident before working unassisted. Employees/rehires that have not completed the above requirements will not be eligible to receive regularly scheduled hours and cannot work unassisted until those requirements are met. The employee/rehire may also receive disciplinary action up to and including termination if the employee/rehire cannot meet these requirements.

Approved By:   
Julie Hansen, Benco Board President

Date: 7/21/22