GUIDELINES FOR EMPLOYEES LEAVING THE COMPANY

Should an employee choose to leave Benco the employee is required to fill out a two-week notice form and give it to their supervisor as soon as possible. Employees are expected to work their full schedule for the remainder of their two weeks of employment.

In order to assist the employee in making their last-minute departing preparations the following information will answer some of the questions employees might have. Please keep in mind that these are general guidelines only. For information regarding an employee's specific case, contact the Personnel Director or the Executive Director.

1. Employee Final Check

   If an employee has a direct deposit, the employee will receive their final check in the form of a paper check. Benco does not pay final pay through a direct deposit.

   The employee may pick up their final check at the administrative office after the employee has completed the last shift agreed to work. The employee will be required to sign for their final check.

   If the employee is unable to pick up their check, it will be mailed certified mail with return receipt per the employee's request to the employee's last known mailing address on Benco records. (Please call the administrative office to update the address.)

   The employee's final check will include:

   a. Full pay for unused vacation accrual.
   b. Full pay at the regular rate for all time worked.
   c. Full pay at the rate of time and one-half for all overtime accrual (If eligible).

2. Separation Notice Form

   Benco will give the employee a form to fill out that is optional. It is a questionnaire asking how the employee liked working at Benco.

3. Medical/Vision/Dental Insurance

   If the employee is a subscriber at the time of termination, their coverage will continue until the end of the month in which employment is terminated.

   The employee also has the right to COBRA for the medical/vision/dental Benefits for a period of eighteen months. (Unless they have be terminated for gross misconduct.)

4. References

Information available to the public about your work history includes only the following:

1. Date of employment
2. Date of termination
3. Job title
4. Eligibility for re-hire

6. Last Minute Details

a. Employees are required to return all Benco equipment and/or property to the administrative office, such as Benco keys.

b. Be certain to check the program for personal belongings.

Benco will mail the employee's W-2 form at the beginning of the next year to the employee's last known address. It is important for the person to notify Benco's administrative office of any change of address.

Approved By: Julie Hansen
Julie Hansen, Benco Board President

Date: 6/7/24