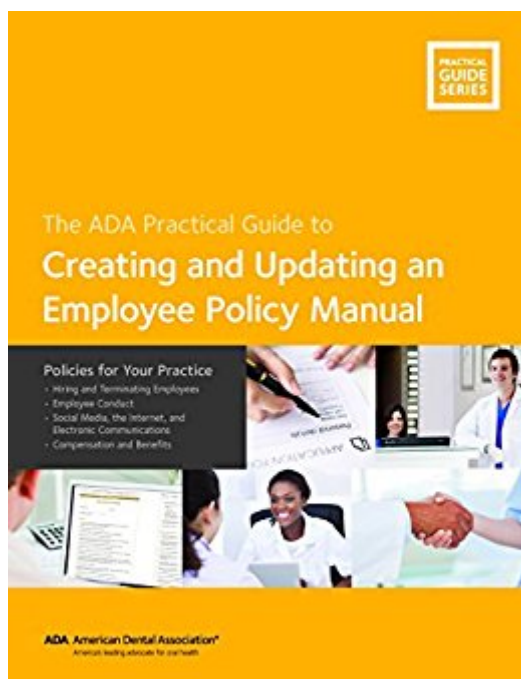


The book was found

The ADA Practical Guide To Creating And Updating An Employee Policy Manual: Policies For Your Practice



Synopsis

Develop an up-to-date office policy manual with the help of the ADA. This guide includes sample policies, forms, and worksheets to help craft the perfect policy for nearly every situation. It contains:

- 99 sample office policies on topics such as:
 - Compensation and benefits, such as paid time off, insurance, and retirement plans
 - Internet, social media, and electronic communications
 - Employee conduct, including personal appearance and dress code, attendance and confidentiality
- Sample job descriptions, job ads, employment application, and interview questions
- Sample forms, worksheets and checklists including:
 - Hiring and termination checklists
 - Performance appraisals
 - Progressive discipline documentation
- Explanations of:
 - At-will employment
 - Employees vs. independent contractors
 - Part-time, full-time, and temporary employees

Also offers information on staff training, employee motivation and appreciation, and patient management.

Table of Contents

Introduction

Chapter 1: Employee Recruitment

Job Descriptions

Employee Resources

Employment Advertisements

Employment Applications

Effective Interviewing Strategies

Additional Strategies in the Hiring Process

How to Make an Offer

Rejection of an Applicant

Hiring Checklist

Summary

Chapter 2: Office Policies

Employee Welcome

Manual Introduction and Description

Practice History and Description

Mission Statement

Diversity

Nondiscrimination/Equal Employment Opportunity

Employee with Disabilities

Office Schedule

Office Appearance

Employee Rest Area

Personal Belongings

Parking Regulations

Dentist Absence/Office Closure

Office Closure Due to Inclement Weather or Uninhabitable Facilities

Summary

Chapter 3: Employee Policies

Employee or Independent Contractor?

At-will Employment

Part-time, Full-time and Temporary Employees

Exempt and Non-exempt Employees

Probationary Period

Personnel Records

Employee Attendance

Time and Attendance Reports

Call-in and Tardiness

Lunch and Breaks

Food and Drink

Travel Expenses Reimbursement

Employee Conduct

Electronic Communications

Records Retention

Conflict of Interest

Office Dating

Harassment

Workplace Violence

Weapons

Employee Referral

Nursing Mothers

Summary

Chapter 4: Employee Training

Employee Orientation and New Hire Checklist

Training Programs

Summary

Chapter 5: Employee Benefits

Employee Compensation and Paycheck Deductions

Payday Vacation, Holidays and Other Paid Time Off

Overtime (FLSA)

Flex-time

Medical Coverage

Dental Coverage

COBRA

Workersâ™ Compensation

Disability Coverage

Unemployment Compensation

Life Insurance

Employee Retirement Income Security Act (ERISA)

401(k) Plan

Retirement Plan

Professional Dues

Continuing Education

Tuition Assistance

Uniform Reimbursement

Employee Assistance Program (EAP)

Dependent Care Assistance Program (DCAP)

Summary

Chapter 6: Employee Management

Employee Motivation

Employee Appreciation

Staff Evaluations

Progressive

DisciplineDrug-free WorkplaceSummaryChapter 7: Terminating EmployeesReasons for TerminationReferencesExit InterviewsPost-employment CompetitionTermination DetailsPost-termination IssuesSummaryChapter 8: Patient ManagementPatient RelationsManaging Various Patient GroupsSummaryChapter 9: Safety and Security in the WorkplaceGeneral Workplace SafetyComplying with OSHA Standards Fire Prevention PlanExit RoutesNatural DisastersBuilding SecurityContingency PlanErgonomicsRadiographyPosted NoticesSummaryReferencesReferencesPolicy Index

Book Information

File Size: 17598 KB

Simultaneous Device Usage: Unlimited

Publisher: American Dental Association; 3 edition (June 17, 2015)

Publication Date: June 17, 2015

Sold by:Â Digital Services LLC

Language: English

ASIN: B00ZY8WT66

Text-to-Speech: Enabled

X-Ray: Not Enabled

Word Wise: Enabled

Lending: Not Enabled

Enhanced Typesetting: Not Enabled

Best Sellers Rank: #504,525 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #44

inÂ Books > Medical Books > Dentistry > Dental Office Practice #749 inÂ Kindle Store > Kindle

eBooks > Business & Money > Industries > Human Resources & Personnel Management #2684

inÂ Books > Business & Money > Human Resources > Human Resources & Personnel

Management

[Download to continue reading...](#)

The ADA Practical Guide to Creating and Updating an Employee Policy Manual: Policies for Your Practice DOS: Programming Success in a Day: Beginners guide to fast, easy and efficient learning of DOS programming (DOS, ADA, Programming, DOS Programming, ADA ... LINUX, RPG, ADA Programming, Android, JAVA) The ADA Practical Guide to Associateships: Success Strategies for Dentist-owners and Prospective Associates (The ADA Practical Guide Series) VBScript: Programming Success in a Day: Beginner's Guide to Fast, Easy and Efficient Learning of VBScript

Programming (VBScript, ADA, ASP.NET, C#, ADA ... ASP.NET Programming, Programming, C++, C) ADA: Programming Success in a Day: Beginners Guide to Fast, Easy, and Efficient Learning of ADA Programming Ranches: Design Ideas for Renovating, Remodeling, and Building New (Updating Classic America) Create Your Own Employee Handbook: A Legal & Practical Guide for Employers Rationale for the Design of the Ada Programming Language (The Ada Companion Series) Brooks/Cole Empowerment Series: Social Welfare Policy and Social Programs (SW 323K Social Welfare Programs, Policies, and Issues) The Theory and Practice of Innovation Policy: An International Research Handbook (PRIME Series on Research and Innovation Policy in Europe) American Bar Association Guide to Workplace Law, 2nd Edition: Everything Every Employer and Employee Needs to Know About the Law & Hiring, Firing, ... Maternity Leave, & Other Workplace Issues The Essential Guide to Workplace Investigations: How to Handle Employee Complaints & Problems Employee Number 2: The Story of John Cook and Cook's Pest Control Cyberbullying in Social Media within Educational Institutions: Featuring Student, Employee, and Parent Information Zapp! The Lightning of Empowerment: How to Improve Quality, Productivity, and Employee Satisfaction From Master Student to Master Employee (Textbook-specific CSFI) Understanding Employee Benefits Law Bankruptcy Law: Principles, Policies, and Practice Bankruptcy Law: Principles, Policies, and Practice (2015) Higher Education Law: Principles, Policies, and Practice

[Dmca](#)