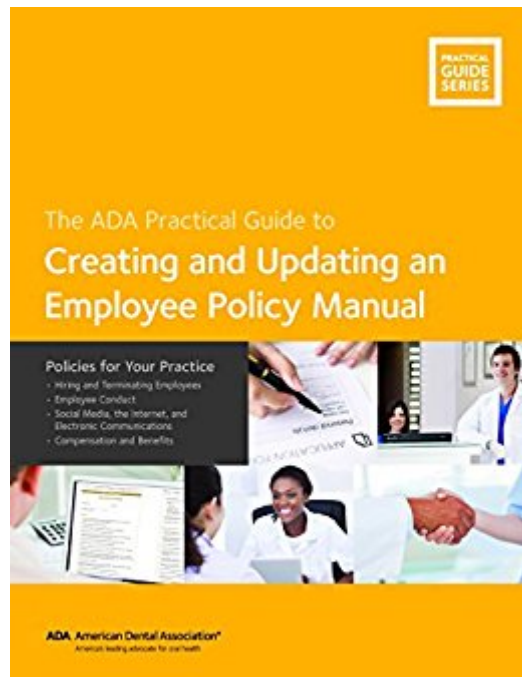# The ADA Practical Guide To Creating And Updating An Employee Policy Manual: Policies For Your Practice

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: â ¢99 sample office policies on topics such as: oCompensation and benefits, such as paid time off, insurance, and retirement plans oInternet, social media, and electronic communications oEmployee conduct, including personal appearance and dress code, attendance and confidentialityâ ¢Sample job descriptions, job ads, employment application, and interview questionsâ ¢Sample forms, worksheets and checklists including: oHiring and termination checklists oPerformance appraisals oProgressive discipline documentationâ ¢Explanations of: oAt-will employment oEmployees vs. independent contractors oPart-time, full-time, and temporary employeesAlso offers information on staff training, employee motivation and appreciation, and patient management. Table of ContentsIntroductionChapter 1: Employee RecruitmentJob DescriptionsEmployee ResourcesEmployment AdvertisementsEmployment ApplicationsEffective Interviewing StrategiesAdditional Strategies in the Hiring ProcessHow to Make an OfferRejection of an ApplicantHiring ChecklistSummaryChapter 2: Office PoliciesEmployee WelcomeManual Introduction and DescriptionPractice History and DescriptionMission StatementDiversityNondiscrimination/Equal Employment OpportunityEmployee with DisabilitiesOffice ScheduleOffice AppearanceEmployee Rest AreaPersonal BelongingsParking RegulationsDentist Absence/Office ClosureOffice Closure Due to Inclement Weather or Uninhabitable FacilitiesSummaryChapter 3: Employee PoliciesEmployee or Independent Contractor?At-will EmploymentPart-time, Full-time and Temporary EmployeesExempt and Non-exempt EmployeesProbationary PeriodPersonnel RecordsEmployee AttendanceTime and Attendance ReportsCall-in and Tardiness Lunch and BreaksFood and DrinkTravel Expenses ReimbursementEmployee ConductElectronic CommunicationsRecords Retention Conflict of InterestOffice DatingHarassmentWorkplace ViolenceWeaponsEmployee ReferralNursing MothersSummaryChapter 4: Employee TrainingEmployee Orientation and New Hire ChecklistTraining ProgramsSummaryChapter 5: Employee BenefitsEmployee Compensation and Paycheck DeductionsPayday Vacation, Holidays and Other Paid Time OffOvertime (FLSA)Flex-timeMedical CoverageDental Coverage COBRA Workersâ ™ CompensationDisability Coverage Unemployment CompensationLife InsuranceEmployee Retirement Income Security Act (ERISA)401(k) Plan Retirement Plan Professional Dues Continuing Education Tuition Assistance Uniform ReimbursementEmployee Assistance Program (EAP)Dependent Care Assistance Program (DCAP)SummaryChapter 6: Employee ManagementEmployee MotivationEmployee AppreciationStaff EvaluationsProgressive

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

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