# 2. Policy Manual

#### 2.1 General Purpose

The purposes of this policy and procedure manual is to establish a uniform system of daily conduct by and between us when dealing with each other, other members of the Company, our clients and members of the public.

#### 2.2 Responsibilities

You are responsible to work in accordance with Company policies and procedures. Your failure to comply with the policies and procedures within this manual may result in your termination from this Company.

#### 2.3 Changes in Manual

This Policy manual may be changed from time to time by the Company. Changes can be made at any time and will be distributed periodically through the Company's web side and all member e-mail list. The policies on-line at any time represent the Company's current Policy Manual.

#### 2.4 Exclusions from the Manual

This Manual applies only to salespersons, and does not apply to Company staff employees.

#### 2.5 Conflict with Salesperson/Broker Independent Contractor Agreement

In the event of a conflict between this Policy Manual and your Salesperson/Broker Independent Contractor Agreement, the terms of this Policy Manual shall prevail.

# 3. Independent Contractor Relationship

#### 3.1 Independent Contractor

You have signed an Independent Contractor Agreement with the Company and are associated with this Company as an Independent Contractor. You do not have an employee-employer relationship with this Company. You are considered to be an Independent Contractor for tax purposes and will receive a 1099 at the end of each calendar year. The Company will NOT withhold taxes or Social Security from your compensation. Payment of taxes and Social Security contributions are your responsibility. You are also considered an independent contractor for purposes of Unemployment Insurance. You are not subject to the minimum wage laws. The Company will provide Worker's Compensation insurance for Broker's own benefit.

#### 3.2 At-Will Status

You are associated with the Company for an unspecified term on an at-will basis. Except where it is otherwise expressly agreed in writing with the Company, either party may terminate your association at any time with or without cause or reason.

## 4. General Office Procedures

#### 4.1 DRE License and Requirements

You are required to maintain a valid Florida real estate broker or salesperson license in good standing while associated with this Company. If your license expires, you may not engage in any activities on behalf of the Company for which a real estate license is required. The Broker may designate another Company salesperson to handle your prospects, listings and transactions during any time your license lapses, and allocate such reasonable compensation to that salesperson for work performed. Your Company's Broker is charged by Florida law to review, supervise and manage the activity of all salespersons. The Broker may rely on management and staff support to perform this function. You are expected to cooperate with Broker's assistants in the handling of files, documents and procedures in accordance with this Policy Manual and Florida law. It is your responsibility to keep current on changes in industry practices and to take advantage of available education and training programs to maintain your professionalism and your ability to properly represent your clients. It is also your responsibility to obtain all Continuing Education courses so as to renew your license in a timely manner.

#### 4.2 Company Business Hours

# **Sample Office Policy Manual**

**SA Adler** 

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Creating and Updating an Employee Policy Manual: Policies for Your Practice American Dental Association, 2016-06-01 This resource helps dental practices develop an office policy manual Includes sample policies forms and worksheets to help craft the perfect policy for your dental employee handbook With 99 sample dental office policies sample dental job descriptions templates for forms worksheets and checklists and explanations of at will employment Also offers information on dental staff training including OSHA and HIPAA **Dental Office Administration** Geraldine S Irlbacher, Guy S. Girtel, 2020-03-18 Dental Office Administration is a comprehensive resource that details the responsibilities of the dental office professional providing practical communication techniques and tips for problem solving It also provides the necessary clinical background information every dental office professional needs for a successful practice Hands on activities within the text require students to practice common tasks such as dental charting writing a memo or conducting a mock telephone call with another student A free bonus DVD ROM for Windows includes practice management software called DENTRIXG4 practice management to give students real world experience managing patient data and filing electronic claims A companion Website includes the full text and a guiz bank The Medical Office Policy Manual ,1996 Athletic Director's Desk Reference Donna A. Lopiano, Connee Zotos, 2022-02-15 This applied reference includes management tips planning tools and policies for athletic administrators Designed primarily as a reference for intercollegiate athletic program administrators high school athletic administrators courses in athletic administrations and libraries Athletic Director's Desk Reference Lopiano, Donna, Zotos, Connee, 2013-11-07 Athletic Director's Desk Reference is the most authoritative and comprehensive resource available for collegiate athletic administrators This book and web resource guide program administrators in navigating their increasingly complex roles in athletic programs of any size **Information Security Policies and Procedures** Thomas R. Peltier, 2004-06-11 Information Security Policies and Procedures A Practitioner's Reference Second Edition illustrates how policies and procedures support the efficient running of an organization This book is divided into two parts an overview of security policies and procedures and an information security reference guide This volume points out Office of the General Counsel Review Guide United States. General Accounting Office. Office of the General how securi Counsel.1984 Jones & Bartlett Learning's Administrative Medical Assisting Julie Ledbetter, 2020-04-27 Designed to ensure that every medical assisting graduate can quickly trade a cap and gown for a set of scrubs Jones Bartlett Learning s Administrative Medical Assisting Fourth Edition is more than just a textbook it s an engaging dynamic suite of learning resources designed to train medical assisting students in the administrative skills they ll need in today s rapidly changing health care environment **Optometric Practice Management** Irving Bennett, OD, FAAO,2002-09-27 While the business aspect of an optometrist's practice may come second to patient care optometrists today are faced with greater competition for new patients and income This updated guide shows readers how to work smarter through effective practice management

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sustainable cost efficient processes The book provides both the Entity Level and Transaction level control streams in detail It defines critical elements for the SOX process including the organization structure required the SOX Repository Management analyses and reports Risk Assessment Processes on both the Entity and Transaction levels the optimal SOX fiscal calendar the Deficiency Management Process including aggregation External Auditor Coordination Sub certification processes etc

California Real Estate Principles Charles O. Stapleton, Martha R. Williams, 2007 Completely revised and thoroughly comprehensive this is the brand new edition of the state s premier real estate licensing manual Ideal for home study or classroom for the prospective real estate broker or salesperson for anyone seeking a solid foundation for building or maintaining a successful career Book jacket A Practical Approach to Making Policy United States. Rural Electrification Administration, 1959 Dental Practice Transition David G. Dunning, Brian M. Lange, 2016-07-08 Dental Practice Transition A Practical Guide to Management Second Edition helps readers navigate through options such as starting a practice associateships and buying an existing practice with helpful information on business systems marketing staffing and money management Unique comprehensive guide for the newly qualified dentist Covers key aspects of practice management and the transition into private practice Experienced editorial team provides a fresh balanced and in depth look at this vitally important subject New and expanded chapters on dental insurance patient communication personal finance associateships embezzlement and dental service organizations **Emergency Department Leadership and Management** Stephanie Kayden, Philip D. Anderson, Robert Freitas, Elke Platz, 2015 Written for a global audience by an international team the book provides practical case based emergency department leadership skills Procedures in the Office Setting, An Issue of Obstetric and Gynecology Clinics Tony Ogburn, Betsy Taylor, 2013-12-28 Gynecology is a procedure related field that like other specialties has moved toward minimally invasive procedures that can be performed in the office setting This issue of the Obstetrics and Gynecology Clinics covers the most commonly performed gynecologic procedures performed in the office setting Colposcopy Cryosurgery LEEP sterilization D and C and Urogynecologic procedures are all covered along with articles on surgically implanted contraceptives and surgical abortion Today's Medical Assistant Kathy Bonewit-West, Sue A. Hunt, Edith Applegate, 2012-10-04 Bringing together the clinical know how of Kathy Bonewit West the administrative expertise of Sue Hunt and the anatomy and physiology knowledge of Edith Applegate this unique hands on text guides you through the medical knowledge and skills you need to succeed in today s fast paced medical office The latest standards and competencies for the medical assistant have been incorporated into this new edition along with expanded coverage on important topics such as nutrition the electronic medical record ICD 10 emergency preparedness and disaster planning time management and computerized prescription refills Consistent meticulous coverage throughout the main text IRM SG DVDs Evolve and more provide reliable content and unparalleled accuracy Over 90 procedural videos on DVD and online provide a visual representation of important procedures Expanded Student Evolve site contains all animations games

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## **Table of Contents Sample Office Policy Manual**

- 1. Understanding the eBook Sample Office Policy Manual
  - The Rise of Digital Reading Sample Office Policy Manual
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Sample Office Policy Manual
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Sample Office Policy Manual
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Sample Office Policy Manual
  - Personalized Recommendations
  - Sample Office Policy Manual User Reviews and Ratings
  - Sample Office Policy Manual and Bestseller Lists
- 5. Accessing Sample Office Policy Manual Free and Paid eBooks
  - Sample Office Policy Manual Public Domain eBooks
  - Sample Office Policy Manual eBook Subscription Services
  - Sample Office Policy Manual Budget-Friendly Options
- 6. Navigating Sample Office Policy Manual eBook Formats

- o ePub, PDF, MOBI, and More
- Sample Office Policy Manual Compatibility with Devices
- Sample Office Policy Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Sample Office Policy Manual
  - Highlighting and Note-Taking Sample Office Policy Manual
  - Interactive Elements Sample Office Policy Manual
- 8. Staying Engaged with Sample Office Policy Manual
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - $\circ\,$  Following Authors and Publishers Sample Office Policy Manual
- 9. Balancing eBooks and Physical Books Sample Office Policy Manual
  - Benefits of a Digital Library
  - o Creating a Diverse Reading Collection Sample Office Policy Manual
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Office Policy Manual
  - Setting Reading Goals Sample Office Policy Manual
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Office Policy Manual
  - Fact-Checking eBook Content of Sample Office Policy Manual
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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