

## **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 site 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

**Kathleen Armour**



## **Sample Office Policy Manual:**

**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 quiz 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 how security

**Office of the General Counsel Review Guide** United States. General Accounting Office. Office of the General 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 to offset reduced earnings due to fixed reimbursements of managed care and competition from 1 800 contact lens companies and chains selling discount frames and lenses Drawing on over 40 years of experience the author presents practical strategies for addressing the problems of day to day practice and explains how to develop business and marketing plans without detracting from the optometrist s professional image This edition features an increased focus on how to work with partners including how to exit gracefully from a partnership how to start a part time practice and how to be creative in practice Authored by an expert in the field of practice management and optometry for the most effective realistic advice and guidance Concise readable text synthesizes the author s 40 plus years of expertise in optometric practice Necessary business and marketing skills are presented in a way that is compatible the optometrist s professional image Tips and tools are provided on how to approach the client as both a consumer and a patient Helpful information for students or optometrists who own or are planning to own their own practice Completely re written and updated 4 new chapters cover topics such as practice locations part time practicing managed care management of un met vision needs and the office of the future An increased focus on how to work with partners including how to exit gracefully from a partnership A discussion of how to start a part time practice addresses real world considerations and practical strategies Hot new topics such as co management of patients gender and ethnicity senior patient concerns and discounting

Front Office Management for the Veterinary Team E-Book Heather Prendergast,2018-12-20 NEW Strategic Planning chapter discusses how to strategically plan for the successful future of the veterinary hospital and will include details on growing the practice planning the workforce meeting consumer needs and increasing the value of the practice NEW The Leadership Team chapter discusses how leadership affects the paraprofessional staff provides suggestions for effective leadership strategies and methods to set expectations for employees including attracting and retaining employees leveraging empowering and driving employee engagement NEW Standard Operating Procedures provides a checklist of important tasks associated with that chapter that must be addressed completed in the veterinary practice setting *The 340B Program Handbook: Integrating 340B into the Health-System Pharmacy Supply Chain* Andrew L. Wilson,2018-05-15 The 340B Program Handbook Integrating 340B into the Health System Pharmacy Supply Chain is the comprehensive guide for pharmacy leaders hospital administrators legal counsel and pharmacy managers Developed by Andrew L Wilson PharmD FASHP this practical clear cut reference provides the most up to date information needed to implement and keep a high performing program running well *Webster's Medical Office Handbook* John Rhodes Haverty,1979 *Managing the Dental Team: Guidelines for Practice Success* American Dental Association,2016-12-05 Provides dental practices with sample job descriptions guidelines for handling hiring and terminations performance evaluations and salary reviews *Sustained Sox* Michael S. Hugh,2006 The book provides any SOX practitioner with immediate access to pragmatic processes for use in either the initial or ongoing phases for Sarbanes Oxley 404 The entire SOX process is reviewed in detail with examples forms

and formats provided to assist you in developing 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

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