

# Employee Manual

## Dental Practice Mission Statement

This dental practice exists to provide quality dental care to its patients on a timely and efficient basis.

## Equal Employment Opportunity

It is the policy of the dental practice not to discriminate against employees or applicants on the basis of race, color, national origin, sex, age, religion, marital status, or the presence of any sensory, physical or mental disability (provided that such disability does not hinder job performance) with respect to recruitment, hiring, training, promotion, and other terms and conditions of employment. All employment decisions shall be consistent with the principle of equal employment opportunity.

Any employee or applicant who feels that he or she has been discriminated against because of race, color, religion, sex, age, national origin, marital status, or sensory, physical, or mental disability should report such incidents to management without fear of reprisal. Confidentiality will be maintained.

## Anti-Harassment Policy

The dental practice is committed to the principle that all individuals should be treated with dignity and respect. Harassment of an individual because of race, sex, sexual orientation, disability, age, religion, national origin, or any other reason will not be tolerated.

Although harassment for any reason is contrary to office policy, sexual harassment is a problem that deserves particular attention. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature.

Any employee who witnesses harassment or who believes that he or she has been harassed should immediately report the incident to management. All reports will be investigated promptly, fully, and completely, and special privacy safeguards will be applied in handling sexual harassment complaints. No reprisals will be taken against an employee for making a complaint. The office will keep confidential documentation of all allegations and investigations and will take appropriate corrective action—including disciplinary measures against employees and dismissal of patients from the practice, when justified—to remedy all violations of this policy.

## Suspected Misconduct and Dishonesty

The employer will not tolerate theft or other misappropriation of assets, misstatements and other irregularities in the company records, wrongdoing, forgery or other alteration of documents, fraud, other unlawful acts, and any similar acts. It is improper to make a false report or to provide false, inaccurate, deceptive, or misleading information in any patient record or to any insurer, third-party administrator, patient, or other party. Every employee has a responsibility to report suspected misconduct and dishonesty.

## Employee Status

Except as otherwise provided by written agreement or prohibited by law, employment in this office is "at will," meaning that either the employee or the employer can terminate the employment relationship at any time, with or without cause and without prior notice.

# Sample Employee Policy Manual

**Heather Prendergast**



## **Sample Employee Policy Manual:**

*Personnel Policy Handbook* William S. Hubbardt, 1993 Here s a guide for all managers charged with creating and updating their company s human resource policy manuals This definitive handbook not only covers all areas of employee relations it also tackles the full range of critical contemporary HR issues such as AIDS substance abuse and chemical safety Managers can take advantage of how to istructions to organize and write a manual timesaving checklists and worksheets and invaluable tips on how to write personnel policies that lead to clear understanding and interpretation Alerting the reader to legal pitfalls the handbook covers employment policies leaves of absence pay discipline and discharge benefits union relations and more Plus its 100 helpful illustrations include sample forms flow charts and a complete sample 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

**Employee Handbook and Personnel Policies Manual** Richard J. Simmons, 2021 Designed for employers throughout the country It is a unique publication covering the full range of policies included in employee handbooks and also a one stop reference manual for personnel policies with guidance on how to draft policies and avoid common pitfalls It offers a non technical review of the laws and regulations applicable to employee handbooks and personnel policies It includes hundreds of sample policies It is an essential reference tool for every HR representative payroll executive labor relations consultant payroll manager and EEO coordinator from the publisher **How**

**to Develop a Personnel Policy Manual** Joseph W. R. Lawson, 2005-02 Putting personnel policies on paper clearly accurately and legally is crucial for successful employee relations And the classic How to Develop a Personnel Policy Manual has been the key to making this laborious task as quick painless and effective as possible Now appearing in a fully updated Sixth Edition this essential reference guides HR professionals through the entire process of planning developing and writing the manual It includes hundreds of sample policies covering every important topic from hiring to benefits to termination along with planning checklists and synopses of relevant employment laws **The Employee Handbook** Richard T.

Egbert, 1991 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

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**Create Your Own Employee Handbook** Sachi Clements,2023-12-26 Every company needs an employee handbook but not every company has one Lawyers charge thousands of dollars for a handbook other do it yourself products don t offer the updated legal information and careful guidance necessary to do a good job Create Your Own Employee Handbook bridges the gap with detailed explanations information on current state and federal laws and more than a hundred sample policies you can tailor to your own workplace

**The Complete Restaurant Management Guide** Robert T. Gordon,Mark H. Brezinski,2016-04-08 Two highly successful veterans in the restaurant industry offer surefire tips to lower the risks of failure avoid the common pitfalls and make day to day operations smooth and profitable Highlights of this practical handbook menus samples special promotions and charts and instructions to determine price for profit food production techniques for controlling food production charts sample records and avoiding production problems controlling costs sound purchasing policies an good storage and handling practices health and environmental issues keeping up with governmental guidelines on environmental regulations and on dealing with food borne illnesses The authors cover every detail of running a restaurant Franchising catering changes in meat grading labor management cocktail lounge operations computerized techniques in accounting bookkeeping and seating and much more are all covered at length Restaurant owners and managers will surely find The Complete Restaurant Management Guide invaluable

**Human Resources Management** Mark C. Zweig,1991-09-03 A veteran human resources manager and consultant shares his firsthand experience to show human resources professionals in the design field how to attract develop and retain the best people Demonstrates how the nature of the design profession lends itself to special strengths and weaknesses in the human resources management area Shows managers how to break out of traditional American styles of management and into the participative management style in which design professionals thrive They ll also learn how to define their firm s mission determine strategy agree on common goals plus many other techniques that will contribute not only to their human resources management goals but also to their corporation s goals as a whole

**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

Personnel and Human Resources Management Perfecto S.

Sison, *How to Prepare a Personnel Policy Manual* Hans Adolph Feldmann,1963

Federal Contract Compliance Manual United States. Office of Federal Contract Compliance Programs,1990

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

1. Understanding the eBook Sample Employee Policy Manual
  - The Rise of Digital Reading Sample Employee Policy Manual
  - Advantages of eBooks Over Traditional Books
2. Identifying Sample Employee 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 Employee Policy Manual
  - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Employee Policy Manual
  - Personalized Recommendations
  - Sample Employee Policy Manual User Reviews and Ratings
  - Sample Employee Policy Manual and Bestseller Lists
5. Accessing Sample Employee Policy Manual Free and Paid eBooks
  - Sample Employee Policy Manual Public Domain eBooks
  - Sample Employee Policy Manual eBook Subscription Services
  - Sample Employee Policy Manual Budget-Friendly Options
6. Navigating Sample Employee Policy Manual eBook Formats
  - ePub, PDF, MOBI, and More
  - Sample Employee Policy Manual Compatibility with Devices
  - Sample Employee Policy Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Sample Employee Policy Manual
  - Highlighting and Note-Taking Sample Employee Policy Manual
  - Interactive Elements Sample Employee Policy Manual
8. Staying Engaged with Sample Employee Policy Manual

- Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Sample Employee Policy Manual
9. Balancing eBooks and Physical Books Sample Employee Policy Manual
- Benefits of a Digital Library
  - Creating a Diverse Reading Collection Sample Employee Policy Manual
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Sample Employee Policy Manual
- Setting Reading Goals Sample Employee Policy Manual
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sample Employee Policy Manual
- Fact-Checking eBook Content of Sample Employee 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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