

Employee Manual

◆ PAY AND SCHEDULING INFORMATION

TIME CLOCK

You will be paid according to the amount of time indicated by your clock in/out on the Kronos Timekeeper. Therefore, make sure you always "clock-in" (swipe your card) the moment before beginning work, and "clock-out" immediately after completing your work shift. If at any time you forget to do either, inform your Department Supervisor who will enter the correct time into the system.

If you pick up a shift in a department other than your Home Department, speak to the supervisor to assist in recording your hours.

Unexplained clocking irregularities can result in disciplinary actions up to, and including, dismissal. Therefore, never "clock-in" for time that you are not working and never swipe anyone else's card through the timekeeper for any reason. Both the person swiping another person's card into the timekeeper and the card holder may be dismissed. Failure to clock-out immediately upon the conclusion of a work shift also violates ASUCLA time clock procedures and warrants possible dismissal.

PAY

Paydays occur every other Wednesday. You may pick up your check from the Store Manager's Office or designated Store Office after noon on each payday (whenever the Store Manager's Office is mentioned, refer to your own Store Office). They will remain there for one pay period. If a paycheck is not picked up by then, it will be returned to the Payroll Office in Kerckhoff Hall 219. Please ensure that the address indicated on the check is accurate. If it is not, notify your Department Manager.

Should you fail to receive a check or have problems regarding its amount, contact your Department Manager.

ASUCLA provides the option of "Direct Deposit". Instead of picking up your paycheck at your Store Office, it can be deposited automatically into your bank account. If you wish to choose this option, contact Payroll at ext. 48823.

ATTENDANCE

Your attendance record is very important. Department policy states that you are directly responsible for all assigned hours, and hours you are having covered. It is imperative that you have any shift covered that you cannot work, and that you call in if you are going to be late for any reason. Because of the strain on the staff that a no-show or lateness causes, there is a very stringent attendance policy.

The following is ASUCLA's Attendance Policy, which applies to all ASUCLA employees. Please note that this Policy is intended to provide supervisors and managers with a guideline in addressing poor attendance. Extenuating attendance circumstances (such as overall poor attendance due to a combination of unnotified absence, excessive absence and excessive tardiness) may result in other actions.

New Hire Procedure Manual

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Administration**



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The Top 15 Staff Management Policies and Procedures for Physician Practices W. Lyle Oelrich, W. Lyle Oelrich, Jr., 2005 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 *Human Resources Kit For Dummies* Andrea Butcher, 2023-02-22 The talent professional's one stop reference for best practices and tips Human Resources Kit For Dummies is the guide talent pros turn to for improving their leadership across the businesses they serve The world of HR is full of unforeseen challenges and this For Dummies reference will help you to handle them with grace and professionalism This book provides tips and tricks for creating an engaging employee experience from the get go prioritizing employee well being and health navigating the recent wave of resignations and implementing better hiring practices In this new era of virtual offices you'll also learn to implement remote and hybrid onboarding and work models Plus you'll explore HR technologies learning and development strategies that get results hiring ethics diversity and inclusion best practices social media uses and policies and beyond Learn all the functions of the human resources role Discover new software HR best practices and employment trends Make your organization more ethical with diversity equity and inclusion initiatives Get insights on how to navigate remote workers and other common HR challenges New and working HR professionals will love this friendly easy to read resource for developing HR skills If you're a business owner this book can also help you recruit hire and retain the right people or build an HR function that gets results **Accounting Policies and Procedures Manual** Steven M. Bragg, 2012-06-19 Now in a fifth edition Accounting Policies and Procedures Manual A Blueprint for Running an Effective and Efficient Department is a how to guide on creating an effective and efficient accounting department policies and procedures manual Written by Steven Bragg the foremost authority in accounting and controllership issues the new edition includes A new complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual More coverage of accounting procedures including inventory billing cash receipts pricing order entry credit collections sales returns capital budgeting cash forecasting payroll and closing the books Accounting Policies and Procedures Manual is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry **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 Operating Policies and Procedures Manual for Medical Practices Elizabeth W. Woodcock,Bette A. Warn,2006 This popular bestseller is an easy to use manual complete with customizable medical office policies Covering more than 100 of todays most pressing events this manual helps practice administrators and managers set procedures and policies for managing operational financial and risk issues as well as personnel disaster planning and exposure control **Human Resources Kit For Dummies** Max Messmer,2012-11-28 Align HR practices with your objectives and keep your company competitive A company s ability to grow and stay on top of customer demand has always depended heavily on the quality of its people Now more than ever businesses recognize that finding and keeping a highly skilled and motivated workforce is pivotal to success Maybe you re a business owner and your company is growing or you re an employee at a small to midsize company and management has asked you to take on some or all of their HR functions Either way knowing how to set up and implement successful HR practices not to mention navigating the legal minefields in today s increasingly regulated environment can be tricky Human Resources Kit For Dummies is your one stop resource for learning the nuts and bolts of HR It gives you forms and templates that you can put to immediate and productive use New information on anti discrimination legislation measuring performance hiring firing and retaining employees and training and development plans The latest info on online and social media policies Updated forms and contracts from job application forms and sample employee policies to performance appraisals and benefit plan worksheets If you re currently working in Human Resources or are responsible for employees in your business the tools presented here help you maximize the effectiveness of your own HR program The Complete Idiot's Guide to Starting Your Own Business Edward Paulson,2007 PAULSON CIG STARTING YOUR OWN 5TH *The Recruiter's Handbook* Sharlyn Lauby,2018-01-30 Effective recruiting is more than filling jobs It s about building trust and shaping organizational culture The Recruiter s Handbook offers a comprehensive step by step guide to the entire recruiting process written by HR Bartender s Sharlyn Lauby SHRM SCP With expert insights tools and proven strategies the book helps HR and talent acquisition professionals shorten learning curves avoid legal missteps and create meaningful candidate experiences It also includes specialized guidance on inclusive hiring practices recruiting veterans and ex offenders and building mentorship and internship programs Ideal for both new and experienced recruiters this practical guide is a trusted resource for building stronger teams and better hiring outcomes *Business Basics for Dentists* David O. Willis,2013-03-05 Dr David Willis combines his experience as a practicing dentist educator MBA and certified financial planner in this breakthrough text about managing a dental business Rather than a checklist of steps for success Business Basics for Dentists describes business economic marketing and management

principles and explains how to apply them to the dental practice Dental students and new practitioners will learn how to use the core strategic and operational business philosophies to develop an effective dental practice He provides the essential elements of a business course management principles economics business finance and financial analysis without bogged down in too much detail These are then related specifically to various aspects of running and managing a dental practice including office communications billing inventory and marketing the practice All aspects of practice transition are approached career opportunities buying a practice starting a new practice multi practitioner arrangements practice valuation and planning and developing a practice Last Willis included personal financial planning to ensure that the dentist is also planning for his own finances and retirement beyond the bounds of the practice *The Locksley Nightclub, Bar, and Restaurant Security Handbook* Robert A. McManus, Sean M. O'Toole, 1995 The Nightclub Bar and Restaurant Security Handbook is the most comprehensive publication of its kind This book is a must for anyone who owns or operates a nightclub bar restaurant hotel casino or any venue where alcohol is served *Essentials of Managing Public Health Organizations* James A. Johnson, Kimberly S. Davey, 2019-11-26 Written for undergraduate students in public health community health and a range of other health disciplines as well as beginning managers and supervisors working in public health *Essentials of Managing Public Health Organizations* is a concise yet comprehensive text that uniquely focuses on managing public health organizations by addressing key management topics processes and emerging issues Beginning with an overview of public health and key public health organizations the text moves onto explain public health management fundamentals and functions from planning and decision making organizing and managing change to staffing leading budgeting ethics and more By the end of the text the reader will not only better understand public health organizations but the skills and functions needed to effectively manage them **Building Business Value through Talent** Thomas McGuire, Linda Brenner, 2021-05-04 Building Business Value through Talent uniquely describes how a CEO and CHRO can accelerate business growth by working together to design and operationalize value driven talent strategies [Air Transportation Operations Inspector's Handbook](#) United States. Federal Aviation Administration, 1988 **Fitness Professional's Handbook** Edward T. Howley, Dixie L. Thompson, 2022-06-02 Fitness Professional s Handbook Seventh Edition With HKPropel Access provides current and future fitness professionals with the knowledge to screen participants conduct standardized fitness tests evaluate the major components of fitness and prescribe appropriate exercise The text uses the latest standards guidelines and research from authorities in the field to prepare readers for certification and arm them with the knowledge to work with a variety of clients and populations This full color text incorporates information from the 10th edition of ACSM s Guidelines for Exercise Testing and Prescription and the Physical Activity Guidelines for Americans exercise and physical activity recommendations for adults older adults children and those with special needs The text embraces the importance of communication between allied health and medical professionals with those in the fitness arena

to provide readers with a foundation for prescribing exercise and delivering need and goal specific physical activity and fitness programs Every chapter has been updated allowing readers to explore the newest theories and research findings and apply them to real world situations The following are among the most significant changes to the seventh edition Related online content delivered via HKPropel that includes an online video library containing 24 video clips to help readers better apply key techniques covered in the book as well as fillable forms that students can use beyond the classroom A new chapter Training for Performance helps professionals expand their practice to work with recreational athletes who have performance related goals New information including the consequences of exercise induced muscle damage rhabdomyolysis devices used to track physical activity and estimate energy expenditure e g accelerometers relative flexibility and the role of lumbopelvic rhythm in back function the importance of progression in an exercise prescription and the professional standard of care associated with HIIT programs reflects recent topics of interest and research Updated statistics on CVD and CHD from the American Heart Association adult and childhood obesity and the prevalence of COPD asthma bronchitis and emphysema ensure accurate representation of data With a comprehensive and practical approach this text enables readers to help individuals communities and groups gain the benefits of regular physical activity in a positive and safe environment It provides background to the field scientific fundamentals and up to date recommendations to help readers better understand the role of physical activity in the quality of life and guidelines for screening testing supervising and modifying activity for various populations Note A code for accessing HKPropel is not included with this ebook but may be purchased separately

Start Your Own Business The Staff of Entrepreneur Media,2021-08-10 Be Your Own Boss Whether you re looking to earn extra money or are ready to grow your side hustle Start Your Own Business is the first step toward entrepreneurship With more than 40 years of experience and advice shared on Entrepreneur com and in Entrepreneur magazine the team at Entrepreneur Media is uniquely qualified to guide a new generation of bold individuals like you looking to make it happen on their own terms Coached by business experts practicing business owners and thriving entrepreneurs Start Your Own Business uncovers what you need to know before taking the plunge securing finances launching your venture and growing your business from startup to household name Learn how to Avoid analysis analysis when launching a business Define and research your ideal audience Test ideas in the real world before going to market Pitch and win funding from venture capitalists apply for loans and manage cash advances Evaluate if a co working space is the right move for you Run successful Facebook and Google ads as part of your marketing campaign Use micro influencers to successfully promote your brand on social media **The Complete Idiot's Guide to Starting Your Own Business** Ed Paulson,2003 Now with a CD ROM Newly revised for the ever changing world of business this book offers stress free guidance for anyone who wants to turn a good idea into a good living This edition also includes a CD ROM featuring commonly requested forms and documents essential to business start ups Completely revised and updated edition of this top selling title CD ROM included featuring

commonly requested forms and documents Nearly 1 5 million new businesses are formed in the U S each year most of which are small businesses One in 12 Americans will start his or her own business at some point according to the Jan Feb 03 issue of The Atlantic Monthly

The Columbia Guide to Social Work Writing Warren Green,Barbara Levy Simon,2012-07-17 Social work practitioners write for a variety of publications and they are expected to show fluency in a number of related fields Whether the target is a course instructor scholarly journal fellowship organization or general news outlet social workers must be clear persuasive and comprehensive in their writing especially on provocative subjects This first of its kind guide features top scholars and educators providing a much needed introduction to social work writing and scholarship Foregrounding the process of social work writing the coeditors particularly emphasize how to think about and approach one s subject in a productive manner The guide begins with an overview of social work writing from the 1880s to the present and then follows with ideal strategies for academic paper writing social work journal writing and social work research writing A section on applied professional writing addresses student composition in field education writing for and about clinical practice the effective communication of policy information to diverse audiences program and proposal development advocacy and administrative writing The concluding section focuses on specific fields of practice including writing on child and family welfare contemporary social issues aging and intervention in global contexts Grounding their essays in systematic observations induction and deduction and a wealth of real world examples the contributors describe the conceptualization development and presentation of social work writing in ways that better secure its power and relevance

Standard Operating Procedures for All Dentists Marsha Freeman,2004-10 In the book and accompanying CD Marsha Freeman offers 314 standard operating procedures for the dental office including front and back offices bookkeeping hygiene job descriptions and performance agreements management marketing and related forms Book SOPs are replicated on the CD for easy modification printing and binder insertion

Health Fitness Management Mike Bates,2018-11-15 Health Fitness Management Second Edition provides an in depth picture of the varied and rewarding role of the health and fitness club manager With contributions from leading experts in the fitness industry several new chapters a more practical emphasis enhanced features and the addition of instructor resources this second edition is the most authoritative and field tested guide to management success Whether soothing disgruntled members ensuring club safety and profitability or motivating staff to perform at their best health and fitness club managers require the right mix of skills and flexibility to support the success and continued growth of their clubs Both aspiring and practicing club managers can rely on Health Fitness Management to help them acquire and improve their management skills across all areas Human resources Understand the importance of organizational development and the payoffs of thoughtful staff recruitment training development retention and compensation Sales and marketing Discover new ways to attract and retain members and increase profitability with the right mix of products and services Financial management Learn how to read financial statements and understand and control the risks

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