

THE MANUAL: OFFICE PROCEDURES

Now that the terms of employment have been fully addressed, the procedures for working in your office should be outlined. This portion of the manual should provide the employee with detailed instruction of how to perform their duties as well as instruction in performing the duties of someone else if needed.

SECURITY

Because a law firm handles confidential information, maintaining security is imperative. Of biggest concern today is electronic security for computer systems and files. (Please see our handout on "Email, Internet and Wireless" in the Risk Management Resources section of our website for more information on developing policies regarding electronic file policies.)

Another aspect of security is the proper disposal of confidential information. Shredding policies for documents should be addressed. If your firm employs a disposal company to shred documents for you, placing confidential documents in secure containers until it is picked up to be shredded should be stressed. Leaving confidential information in a recycle box to be emptied later could be a liability should someone gain access to your office.

To prevent unauthorized access to your office, outline opening and closing procedures that provide security for your staff and your confidential information. Physical access to the office was described in the office structure section, but reiterate security procedures as part of the maintaining confidentiality process.

EMERGENCY OR DISASTER

Hopefully never to be needed, every office needs an emergency and/or disaster plan. Natural disasters such as hurricanes or flooding should be addressed, but modern disasters such as server crashes must be

Another portion of emergency planning is the procedure for an on the job emergency. Describe the procedure for reporting injuries. If the incident is a worker's compensation claim, include information regarding proper procedures for notifying management.

REPRESENTING FIRM

This section furthers the basic code of conduct outlined in the personnel policies. Provide instruction regarding the proper way to greet clients and answer the telephone. While these simple gestures may be second nature to some, having guidelines will present a uniform image of the office.

Maintaining confidentiality is another portion of representing firm. This requires no watercooler gossip within earshot of clients who are visiting the office. Remind employees that they are not allowed to discuss cases in front of clients.

REPRESENTING CLIENTS

Of course the most important function of a law firm is the representation of clients. This section describes the proper office procedures for engaging and declining representation. Referring cases to third party lawyers should be delicately handled, for example, when your firm cannot accept a case.

The proper use of engagement letters is crucial for establishing client relationships. Be sure staff know the procedures for using engagement, non-engagement and dis-engagement letters so that representations are clearly established from start to finish. These letters can greatly reduce the headaches caused by misunderstandings between clients and attorneys. (For more information, including sample letters, please see our "Attorney-Client Relationships" handout in the Risk Management Resources section of our website.)

Office Manual Examples

Jianjun Gao



Office Manual Examples:

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Table of Contents Office Manual Examples

1. Understanding the eBook Office Manual Examples
 - The Rise of Digital Reading Office Manual Examples
 - Advantages of eBooks Over Traditional Books
2. Identifying Office Manual Examples
 - 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 Office Manual Examples
 - User-Friendly Interface
4. Exploring eBook Recommendations from Office Manual Examples
 - Personalized Recommendations
 - Office Manual Examples User Reviews and Ratings
 - Office Manual Examples and Bestseller Lists

5. Accessing Office Manual Examples Free and Paid eBooks
 - Office Manual Examples Public Domain eBooks
 - Office Manual Examples eBook Subscription Services
 - Office Manual Examples Budget-Friendly Options
6. Navigating Office Manual Examples eBook Formats
 - ePub, PDF, MOBI, and More
 - Office Manual Examples Compatibility with Devices
 - Office Manual Examples Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Office Manual Examples
 - Highlighting and Note-Taking Office Manual Examples
 - Interactive Elements Office Manual Examples
8. Staying Engaged with Office Manual Examples
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Office Manual Examples
9. Balancing eBooks and Physical Books Office Manual Examples
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Office Manual Examples
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Office Manual Examples
 - Setting Reading Goals Office Manual Examples
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Office Manual Examples
 - Fact-Checking eBook Content of Office Manual Examples
 - 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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