

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.)

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How to Manage a Restaurant Or Institutional Food Service John Wesley Stokes,1974 HVAC Procedures & Forms Manual, Second Edition Wendes,2020-12-22 Developed over the course of many years of on the job projects involving HVAC energy auditing testing balancing and cost estimating and refined through feedback from thousands of engineers and technicians who have used them the forms contained in this manual are concise comprehensive and optimally organized for easy reference Complete sets of forms are provided for all aspects of testing and balancing energy auditing indoor quality diagnosis and load calculations The first edition entitled HVAC Energy Audit Balancing Forms Manual compiled these time saving forms for the first time in a single reference This enhanced second edition adds a new chapter on technical management providing procedures for achieving thorough systematic and accurate problem solving troubleshooting and decision making in building systems management and contracting *Resources in Vocational Education* ,1980 **Annual Report of the Federal Security Agency** United States. Federal Security Agency,1945 Resources in Education ,1997

Human Resource Management in the Hospitality Industry Vincent H. Eade,1993 *Annual Report of the Surgeon General* United States. Public Health Service,1941 **Official Gazette of the United States Patent and Trademark Office** ,2000 **Report of the Federal Security Agency** United States. Public Health Service,1945 **HVAC Procedures and Forms Manual** Herbert Wendes,2002 Developed over the course of many years of on the job projects involving HVAC energy auditing testing balancing and cost estimating and refined through feedback from thousands of engineers and technicians who have used them the forms contained in this manual are concise comprehensive and optimally organized for easy reference Complete sets of forms are provided for all aspects of testing and balancing energy auditing indoor quality diagnosis and load calculations The first edition entitled HVAC Energy Audit Balancing Forms Manual compiled these time saving forms for the first time in a single reference This enhanced second edition adds a new chapter on technical management providing procedures for achieving thorough systematic and accurate problem solving troubleshooting and decision making in building systems management and contracting Small Business Bibliography ,1962 Annual Report of the Surgeon General of the Public Health Service of the United States United States. Public Health Service,1939 *Bringing Graphic Design in House* , How and when to design it yourself logos letterhead business cards brochures newsletters websites Commerce Business Daily ,1997-12-31 Transportation Planning EduGorilla Prep Experts,2024-10-11 EduGorilla Publication is a trusted name in the education sector committed to empowering learners with high quality study materials and resources Specializing in competitive exams and academic support EduGorilla provides comprehensive and well structured content tailored to meet the needs of students across various streams and levels **The American Restaurant Magazine** ,1930 *Department of Employment Gazette* ,1974 **The American Architect and Building News** ,1900 *Distributive Education Instructional Materials* Ohio State University. Center for Vocational and

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