

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.

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Sample Employee Manual Model 2015:

Handbook of Employee Selection James L. Farr, Nancy T. Tippins, 2017-03-27 This second edition of the Handbook of Employee Selection has been revised and updated throughout to reflect current thinking on the state of science and practice in employee selection In this volume a diverse group of recognized scholars inside and outside the United States balance theory research and practice often taking a global perspective Divided into eight parts chapters cover issues associated with measurement such as validity and reliability as well as practical concerns around the development of appropriate selection procedures and implementation of selection programs Several chapters discuss the measurement of various constructs commonly used as predictors and other chapters confront criterion measures that are used in test validation Additional sections include chapters that focus on ethical and legal concerns and testing for certain types of jobs e g blue collar jobs The second edition features a new section on technology and employee selection The Handbook of Employee Selection Second Edition provides an indispensable reference for scholars researchers graduate students and professionals in industrial and organizational psychology human resource management and related fields

Pension Answer Book 2015e Stephen J. Krass, 2014-11-05 i The 2015 Pension Answer Book covers the most recent legislative regulatory and case law developments so you're never without the information you need to detect compliance and regulatory issues ensuring you make the right decisions and avoid potential problems The 2015 Pension Answer Book is a library unto itself probing explicating and elucidating the most recent laws regulations private rulings and court decisions that affect retirement plans The advantages of owning this reference source are apparent after the very first consultation Don't deny yourself and your clients this valuable research tool Exclusive Q A Format The 2015 Pension Answer Book is not only comprehensive in scope but remarkably accessible too Clear jargon free language and an efficient question and answer format combine to speed your research every time No wonder it's found on the desks of professionals and academics alike Always Up To Date Always Accurate Renowned pension expert Stephen J Krass provides rigorous updates that regularly re establish this remarkable volume as the definitive work of its kind No matter what type of defined benefit defined contribution or combo plan you're working with The 2015 Pension Answer Book will give you the up to date reliable answers you need The 2015 Pension Answer Book has been fully updated to reflect the changes made by the Revenue Rulings Revenue Procedures Notices Announcements and Private Letter Rulings issued by IRS Opinion Letters and Interpretive Bulletins issued by DOL final and proposed regulations issued by both IRS and DOL and important case decisions The 2015 Pension Answer Book has been fully updated to reflect the changes made by the Revenue Rulings Revenue Procedures Notices Announcements and Private Letter Rulings issued by IRS Opinion Letters and Interpretive Bulletins issued by DOL final and proposed regulations issued by both IRS and DOL and important case decisions Specifically The 2015 Pension Answer Book discusses the following IRS further guidance on the application of the Windsor decision Final regulations on hybrid deferred benefit plans Proposed

regulations on market rate of return requirement Notice providing temporary nondiscrimination relief for certain closed defined benefit plans For 2014 increases in the dollar limitation applicable to the annual retirement benefit under a defined benefit plan 210 000 the annual addition under a defined contribution plan 52 000 and compensation 260 000 Self employed individual s plan contribution deduction Updated covered compensation tables More IRS rulings on minimum funding waivers Changes to segment rates under HATFA More on the anti cutback rule More IRS rulings on required minimum distributions And much more The Wiley Blackwell Handbook of the Psychology of the Internet at Work Guido

Hertel,Dianna L. Stone,Richard D. Johnson,2017-11-13 This authoritative Wiley Blackwell Handbook in Organizational Psychology focuses on individual and organizational applications of Internet enabled technologies within the workplace The editors have drawn on their collective experience in collating thematically structured material from leading writers based in the US Europe and Asia Pacific Coinciding with the growing international interest in the application of psychology to organizations the work offers a unique depth of analysis from an explicitly psychological perspective Each chapter includes a detailed literature review that offers academics researchers scientist practitioners and students an invaluable frame of reference Coverage is built around competencies set forth by regulatory agencies including the APA and BPS and includes E Recruiting E Leadership and E Learning virtual teams cyberloafing ergonomics of human computer interaction at work permanent accessibility and work life balance and trust in online environments **Research Handbook on Adult**

Education Policy Marcella Milana,Palle Rasmussen,Margherita Bussi,2024-06-05 Bringing together an impressive array of esteemed and emerging academics the Research Handbook on Adult Education Policy addresses how adult learning and education policies are made and the theories and methodologies which can be mobilised to study its developments *Code of Federal Regulations* ,2014 Special edition of the Federal Register containing a codification of documents of general applicability and future effect with ancillaries **Equal Employment Opportunity 2020 Compliance Guide**

Buckley,2019-11-12 Equal Employment Opportunity Compliance Guide 2020 Edition is the comprehensive and easy to use guide that examines all the major administrative and judicial decisions interpretive memoranda and other publications of the EEOC providing complete compliance advice that is easy to follow as well as the full text of the most important EEOC publications and more on CD ROM This one stop EEO solution delivers completely current coverage of compliance developments related to Harassment Including thorough coverage of the employer s prevention responsibilities Disability Fully comply with all requirements including the accommodation of work schedules Religious discrimination Keep current with the most recent developments including reverse religious discrimination Gender identity discrimination Avoid high profile and potentially costly mistakes Previous Edition Equal Employment Opportunity Compliance Guide 2019 Edition ISBN 9781543800043 Mandated Benefits Compliance Guide 2016 W/ Cd The Balser Group,2016-01-04 Mandated Benefits

2016 Compliance Guide is a comprehensive and practical reference manual covering key federal regulatory issues that must

be addressed by human resources managers benefits specialists and company executives in all industries This comprehensive and practical guide clearly and concisely describes the essential requirements and administrative processes necessary to comply with all benefits related regulations It covers key federal regulatory issues that must be addressed by human resources managers benefits specialists and company executives across all industries Mandated Benefits 2016 Compliance Guide includes in depth coverage of these and other major federal regulations Patient Protection and Affordable Care Act PPACA Health Information Technology for Economic and Clinical Health HITECH Act Mental Health Parity and Addiction Equity Act MHPAEA Genetic Information Nondiscrimination Act GINA Americans with Disabilities Act ADA Employee Retirement Income Security Act ERISA Health Insurance Portability and Accountability Act HIPAA Heroes Earnings Assistance and Relief Tax Act HEART Act Consolidated Omnibus Budget Reconciliation Act COBRA Mandated Benefits 2016 Compliance Guide helps take the guesswork out of managing employee benefits and human resources by clearly and concisely describing the essential requirements and administrative processes necessary to comply with each regulation It offers suggestions for protecting employers against the most common litigation threats and recommendations for handling various types of employee problems Throughout the Guide are numerous exhibits useful checklists and forms and do s and don ts A list of HR audit questions at the beginning of each chapter serves as an aid in evaluating your company s level of regulatory compliance Mandated Benefits 2016 Compliance Guide has been updated to include The latest trends in successful Ethics and Compliance Programs Information on the Department of Labor DOL proposed changes to the FLSA white collar exemptions The latest DOL guidelines on the determination of independent contractor status The new regulations and guidelines for health care reform as mandated by the Patient Protection and Affordable Care Act PPACA specifically updates and new information on Summary of Benefits and Coverage SBC limits on cost sharing the employer shared responsibility pay or play requirements information reporting Forms 1094 and 1095 SHOP the small group market of the health care marketplace and the so called Cadillac Tax the 40 percent excise tax on high cost health plans The major revisions to excepted benefits under the Health Insurance Portability and Accountability Act HIPAA including limited wraparound benefits EAPs non coordinated excepted benefits and supplemental excepted benefits The reinstated Trade Adjustment Assistance TAA Information on the proposed definition of fiduciary and the Supreme Court s first ever ruling on fiduciary standards Expanded information about joint employer relationships An expanded section describing the employment application process information about the status of the Deferred Action for Parents of Americans and Lawful Permanent Residents DAPA and proposed changes to E Verify New material on proposed sex discrimination guidelines And much more

Equal Employment Opportunity 2019 Compliance Guide (IL) Buckley, 2018-12-26 Equal Employment Opportunity Compliance Guide 2019 Edition is the comprehensive and easy to use guide that examines all the major administrative and judicial decisions interpretive memoranda and other publications of the EEOC providing complete compliance advice that is

easy to follow as well as the full text of the most important EEOC publications and more on CD ROM This one stop EEO solution delivers completely current coverage of compliance developments related to Harassment Including thorough coverage of the employer s prevention responsibilities Disability Fully comply with all requirements including the accommodation of work schedules Religious discrimination Keep current with the most recent developments including reverse religious discrimination Gender identity discrimination Avoid high profile and potentially costly mistakes Previous Edition Equal Employment Opportunity Compliance Guide 2018 Edition ISBN 9781454883944 *The Wiley Blackwell Handbook of the Psychology of Recruitment, Selection and Employee Retention* Harold W. Goldstein, Elaine D. Pulakos, Jonathan Passmore, Carla Semedo, 2020-04-06

An unmatched collection of resources perfect for psychologists scholars and HR practitioners In *The Wiley Blackwell Handbook of the Psychology of Recruitment Selection and Employee Retention* an expert team of authors presents a comprehensive and authoritative perspective on critical issues in employee recruitment selection and retention Every chapter offers an in depth review of the most recent literature and provides academics researchers industry practitioners and students with a holistic reference to relevant data and theory The book includes job analyses biodata simulation exercises talent management guides talent assessment guides for leadership development and online employee selection strategies

The Nonprofit Human Resource Management Handbook

Jessica Word, Jessica Sowa, 2017-06-26 As an increasing number of individuals go to work in the nonprofit sector nonprofit managers need support on how best to build their human resource management capacity They need to know what systems to examine what questions to ask and how to ensure they are managing people in a legal manner and as effectively as possible given their particular resource constraints Important questions include Do we have a clear philosophy one that aligns with our nonprofit mission and values and allows us to treat our employees as the professionals they are How do we select develop and retain the best people who will produce high value high performance work and how do we do so with limited resources How do we effectively manage our mix of volunteers and paid staff What do we need to consider to ensure diverse people work together in a harmonious fashion With all new chapters written by the top scholars in the field of nonprofit HRM these are but a few of the many questions that are addressed in this timely volume These scholars delve into their particular areas of expertise offering a comprehensive look at theories and trends legal and ethical issues how to build HRM from recruitment management labor relations to training and appraisal as well as topics in diversity technology and paid versus volunteer workforce management This essential handbook offers all core topic coverage as well as countless insider insights additional resource lists and tool sets for practical application With chapters grounded in existing research but also connecting research to practice for those in the field *The Nonprofit Human Resource Management Handbook* will be required reading for a generation of scholars students and practitioners of nonprofit human resource management *Handbook of Methods in Leadership Research* Birgit Schyns, Rosalie J. Hall, Pedro Neves, 2017-12-29 This volume provides an overview of a variety

of quantitative and qualitative methods for leadership research authored by scholars in the areas of leadership and research methodology Integrating insights from other research areas it provides novel approaches and multiple techniques for leadership research in a straightforward fashion Because the volume is designed to help leadership researchers get their first insights into specific methods and their potential application to leadership research it is appropriate for multiple audiences These include academics and practitioners wanting to try a new method as well as advanced undergraduate and graduate students wanting an overview of a variety of techniques It will also be helpful to readers and reviewers as they endeavour to better understand and assess the quality of existing leadership research

Handbook of Research on Future of Work and Education: Implications for Curriculum Delivery and Work Design Ramlall, Sunil, Cross, Ted, Love,

Michelle, 2021-10-08 Higher education has changed significantly over time In particular traditional face to face degrees are being revamped in a bid to ensure they stay relevant in the 21st century and are now offered online The transition for many universities to online learning has been painful only exacerbated by the COVID 19 pandemic forcing many in person students to join their virtual peers and professors to learn new technologies and techniques to educate Moreover work has also changed with little doubt as to the impact of digital communication remote work and societal change on the nature of work itself There are arguments to be made for organizations to become more agile flexible entrepreneurial and creative As such work and education are both traversing a path of immense changes adapting to global trends and consumer preferences The Handbook of Research on Future of Work and Education Implications for Curriculum Delivery and Work Design is a comprehensive reference book that analyzes the realities of higher education today strategies that ensure the success of academic institutions and factors that lead to student success In particular the book addresses essentials of online learning strategies to ensure the success of online degrees and courses effective course development practices key support mechanisms for students and ensuring student success in online degree programs Furthermore the book addresses the future of work preferences of employees and how work can be re designed to create further employee satisfaction engagement and increase productivity In particular the book covers insights that ensure that remote employees feel valued included and are being provided relevant support to thrive in their roles Covering topics such as course development motivating online learners and virtual environments this text is essential for academicians faculty researchers and students globally

Equal Employment Opportunity 2017 Compliance Guide Buckley, 2016-12-20 Equal Employment Opportunity Compliance Guide 2017 Edition is the comprehensive and easy to use guide that examines all the major administrative and judicial decisions interpretive memoranda and other publications of the EEOC providing complete compliance advice that is easy to follow as well as the full text of the most important EEOC publications and more on CD ROM This one stop EEO solution delivers completely current coverage of compliance developments related to Harassment Including thorough coverage of the employer s prevention responsibilities Disability Fully comply with all requirements including the

accommodation of work schedules Religious discrimination Keep current with the most recent developments including reverse religious discrimination Gender identity discrimination Avoid high profile and potentially costly mistakes

Disability, Work and Inclusion Mainstreaming in All Policies and Practices OECD,2022-10-11 One in seven working age adults identifies as having a disability in OECD countries a share that is also substantial and growing among young people 8% in 2019 Many of them are excluded from meaningful work and have low levels of income and social engagement

Research Handbook of Expatriates Yvonne McNulty,Jan Selmer,2017-05-26 In the Research Handbook of Expatriates Yvonne McNulty and Jan Selmer have created a seminal work that should be on the bookshelf of all social scientists who work in the field of expatriation More senior scholars will appreciate the deep dive each chapter takes into the literature each one acting as a reservoir they can draw from to powerfully inform their future research efforts Doctoral students and newly minted PhDs will find this book to be especially valuable the final chapter of the book alone provides inestimable career and how to publish guidance for them in the field of expatriation The coverage of the history construct milieu research methodologies and issues is the best I have come across in a single volume in over 30 years of working in the field In short this is a monumental contribution to the study of expatriates and global mobility Mark E Mendenhall University of Tennessee McNulty and Selmer s edited volume does a wonderful job of consolidating and integrating everything we know about expatriates and their different types This long overdue Handbook featuring chapters by top researchers lays a trail for scholars to further advance the study of expatriates Joyce Osland San Jose State University McNulty and Selmer s edited book of readings on virtually all aspects of expatriates deserves a prominent place in the library of researchers and practitioners interested in this subject The Handbook provides a historical overview as well as the latest trends in expatriate studies and concludes with useful guidelines on how to conduct as well as improve the quality of research in this field Rosalie L Tung Simon Fraser University Canada Constituting a comprehensive and carefully designed collection of contributions the Research Handbook of Expatriates provides a nuanced and up to date discussion of expatriates Theoretically broad and groundbreaking it offers important and contemporary insights into emerging areas of research warranting future consideration Drawing upon a range of perspectives from the field s most distinguished academics contributions review the history of the literature in relation to expatriates from the development of the expatriate construct through to the current state of research on business expatriates Subsequent chapters progress into detailed examinations of the various types of business expatriates including LGBT self initiated expatriates female assignees inpatriates international business travellers and commuters and millennials Other themes include expatriate performance adjustment expatriates to and from developing countries global talent management and expatriates safety and security The Research Handbook also covers expatriates in diverse communities such as education military missionary sports and Aidland and provides additional commentaries relating to methodological issues research with practitioners case studies biculturals and ATCKs and global families The Research

Handbook concludes with publishing advice for PhD and early career researchers Stimulating insightful new areas of study this collection is a must read for academics and scholars in the field of expatriate research international management global human resource management and business administration It also offers a wealth of guidance for executives and recruiters along with expatriates and professionals who may expatriate Contributors M Andresen C Brewster L Care J L Cerdin L Clarke D G Collings M Collins A Corbin M Crowley Henry M Dickmann H Dolles R Donohue C Doss B Egilsson A Fee K L Fisher K J Hanek A Haslberger T Hippler K Hutchings M Isichei J Luring L M kel R McPhail S Michailova M Moeller B Oberholster

Complete Guide to Human Resources and the Law, 2017 Edition Shilling,2016-10-21 The Complete Guide to Human Resources and the Law will help you navigate complex and potentially costly Human Resources issues You ll know what to do and what not to do to avoid costly mistakes or oversights confront HR problems legally and effectively and understand the rules The Complete Guide to Human Resources and the Law offers fast dependable plain English legal guidance for HR related situations from ADA accommodation diversity training and privacy issues to hiring and termination employee benefit plans compensation and recordkeeping It brings you the most up to date information as well as practical tips and checklists in a well organized easy to use resource The 2017 Edition provides new and expanded coverage of issues such as The Supreme Court held in March 2016 that to prove damages in an Fair LaborStandards Act FLSA donning doffing class action an expert witness testimony could be admitted Tyson Foods Inc v Bouaphakeo 136 S Ct 1036 2016 Executive Order 13706 signed on Labor Day 2015 takes effect in 2017 It requires federal contractors to allow employees to accrue at least one hour of paid sick leave for every 30 hours they work and unused sick leave can be carried over from year to year Mid 2016 DOL regulations make millions more white collar employees eligible for overtime pay by greatly increasing the salary threshold for the white collar exemption Updates on the PATH Act Protecting Americans From Tax Hikes Pub L No 114 113 The DOL published the fiduciary rule in final form in April 2016 with full compliance scheduled for January 1 2018 The rule makes it clear that brokers who are paid to offer guidance on retirement accounts and Individual Retirement Arrangements IRAs are fiduciaries In early 2016 the Equal Employment Opportunity Commission EEOC announced it would allow charging parties to request copies of the employer s position statement in response to the charge The Supreme Court ruled that in constructive discharge timing requirements run from the date the employee gives notice of his or her resignation not the effective date of the resignation Certiorari was granted to determine if the Federal Arbitration Act FAA preempts consideration of severing provisions for unconscionability **Mandated Benefits 2019 Compliance Guide (IL)** Buckley,2018-12-26 State by State Guide to Human Resources Law is the most comprehensive authoritative guide to the employment laws of the 50 states and the District of Columbia It is designed to provide quick access to each state s laws on the expanding number of issues and concerns facing business executives and their advisors the professionals in HR compensation and employee benefits who work in multijurisdictional environments This 1 guide to HR law in every state will

help you to Find accurate answers fast with our easy to use format and full citation to authority Compare and contrast employment laws between states Ensure full regulatory compliance and avoid legal entanglements Get instant access to clear coverage of key topics including state health care reform initiatives FMLA same sex unions workers comp and much more And much more State by State Guide to Human Resources Law 2018 Edition has been updated to include In depth coverage of the Supreme Court s recent same sex marriage decision and its implications for employment law Discussion of three important Title VII cases involving pregnancy discrimination religious discrimination and the EEOC s statutory conciliation obligation Analysis of private sector employment discrimination charges filed with the EEOC during FY 2014 including charge statistics with a breakdown by type of discrimination alleged Coverage of recent state and federal legislative efforts to prohibit employers from requiring employees and job applicants to disclose their passwords to social media and private e mail accounts as a condition of employment Discussion of the Supreme Court s recent PPACA decision and its effect on the federal and state health insurance exchanges Update on the Domestic Workers Bill of Rights now enacted in six states Coverage of the growing trend to raise state minimum wage rates and to increase penalties for violations of wage and hour laws Update on workplace violence prevention efforts and related issues Coverage of state laws requiring employers to provide pregnant workers with reasonable accommodations including longer or more frequent rest periods And much more Previous Edition State by State Guide to Human Resources Law 2018 Edition ISBN 9781454883722 **Equal Employment Opportunity Compliance Guide 2018 Mid-Year Supplement (IL)** Buckley, Euro Area Policies International Monetary Fund. European Dept.,2016-07-08 This Selected Issues paper discusses the impact of workforce aging on productivity in the euro area The euro area population has aged considerably over the past few decades and the process is expected to accelerate in the years ahead At the same time labor productivity growth in the euro area has been sluggish posing risks to long term growth prospects It is estimated that workforce aging could significantly retard total factor productivity TFP growth over the medium to long term Given current demographic projections from the Organisation for Economic Co operation and Development the aging of the workforce in the euro area could lower TFP growth by about 0.2 percentage points each year between 2014 and 2035 Appropriate policies can however mitigate the adverse effects of aging "*Code of Massachusetts regulations, 2015*",2015 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020

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