

2. Policy Manual

2.1 General Purpose

The purposes of this policy and procedure manual is to establish a uniform system of daily conduct by and between us when dealing with each other, other members of the Company, our clients and members of the public.

2.2 Responsibilities

You are responsible to work in accordance with Company policies and procedures. Your failure to comply with the policies and procedures within this manual may result in your termination from this Company.

2.3 Changes in Manual

This Policy manual may be changed from time to time by the Company. Changes can be made at any time and will be distributed periodically through the Company's web site and all member e-mail list. The policies on-line at any time represent the Company's current Policy Manual.

2.4 Exclusions from the Manual

This Manual applies only to salespersons, and does not apply to Company staff employees.

2.5 Conflict with Salesperson/Broker Independent Contractor Agreement

In the event of a conflict between this Policy Manual and your Salesperson/Broker Independent Contractor Agreement, the terms of this Policy Manual shall prevail.

3. Independent Contractor Relationship

3.1 Independent Contractor

You have signed an Independent Contractor Agreement with the Company and are associated with this Company as an Independent Contractor. You do not have an employee-employer relationship with this Company. You are considered to be an Independent Contractor for tax purposes and will receive a 1099 at the end of each calendar year. The Company will NOT withhold taxes or Social Security from your compensation. Payment of taxes and Social Security contributions are your responsibility. You are also considered an independent contractor for purposes of Unemployment Insurance. You are not subject to the minimum wage laws. The Company will provide Worker's Compensation insurance for Broker's own benefit.

3.2 At-Will Status

You are associated with the Company for an unspecified term on an at-will basis. Except where it is otherwise expressly agreed in writing with the Company, either party may terminate your association at any time with or without cause or reason.

4. General Office Procedures

4.1 DRE License and Requirements

You are required to maintain a valid Florida real estate broker or salesperson license in good standing while associated with this Company. If your license expires, you may not engage in any activities on behalf of the Company for which a real estate license is required. The Broker may designate another Company salesperson to handle your prospects, listings and transactions during any time your license lapses, and allocate such reasonable compensation to that salesperson for work performed. Your Company's Broker is charged by Florida law to review, supervise and manage the activity of all salespersons. The Broker may rely on management and staff support to perform this function. You are expected to cooperate with Broker's assistants in the handling of files, documents and procedures in accordance with this Policy Manual and Florida law. It is your responsibility to keep current on changes in industry practices and to take advantage of available education and training programs to maintain your professionalism and your ability to properly represent your clients. It is also your responsibility to obtain all Continuing Education courses so as to renew your license in a timely manner.

4.2 Company Business Hours

Sample Office Policy Manual

Donna A. Lopiano, Connee Zotos



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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. **Dental Office Administration** Geraldine S. Irlbacher, Guy S. Girtel, 2020-03-18

Dental Office Administration is a comprehensive resource that details the responsibilities of the dental office professional, providing practical communication techniques and tips for problem solving. It also provides the necessary clinical background information every dental office professional needs for a successful practice. Hands-on activities within the text require students to practice common tasks such as dental charting, writing a memo, or conducting a mock telephone call with another student. A free bonus DVD-ROM for Windows includes practice management software called DENTRIXG4, practice management to give students real-world experience managing patient data and filing electronic claims. A companion Website includes the full text and a quiz bank. **The Medical Office Policy Manual**, 1996 **Information Security**

Policies and Procedures Thomas R. Peltier, 2004-06-11 **Information Security Policies and Procedures** A Practitioner's Reference, Second Edition illustrates how policies and procedures support the efficient running of an organization. This book is divided into two parts: an overview of security policies and procedures and an information security reference guide. This volume points out how security *Handbook of Geriatric Care Management* Cathy Jo Cress, 2015-10-26 *Handbook of Geriatric Care Management* Fourth Edition is a comprehensive and practical guide for care managers that addresses the multiple needs of aging adults and their families. An ideal teaching tool, it guides students and professionals along the journey of becoming a successful care manager. New to this edition are two new chapters on working with older veterans and helping clients with depression. Completely updated and revised, the Fourth Edition provides updated ethics and standards, a focus on credentialing and certification, numerous case studies, sample forms, and letters, and tips for building and growing a care manager business. **Procedures in the Office Setting, An Issue of Obstetric and Gynecology Clinics** Tony

Ogburn, Betsy Taylor, 2013-12-28 Gynecology is a procedure-related field that like other specialties has moved toward minimally invasive procedures that can be performed in the office setting. This issue of the *Obstetrics and Gynecology Clinics* covers the most commonly performed gynecologic procedures performed in the office setting: Colposcopy, Cryosurgery, LEEP, sterilization, D and C, and Urogynecologic procedures. All are covered along with articles on surgically implanted contraceptives and surgical abortion. **Mandated Benefits 2017 Compliance Guide** The Balser Group, 2016-12-21

Mandated Benefits 2017 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 2017 Compliance Guide includes in depth coverage of these and other major federal regulations PPACA Patient Protection and Affordable Care Act HIPAA Health Insurance Portability and Accountability Act Wellness Programs ADA and GINA regulations FLSA final rule on white collar exemptions Mental Health Parity Act Executive Order 13706 Paid Sick Leave for Federal Contractors AAPs proposed and final rules Pay Transparency Act Mandated Benefits 2017 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 In addition Mandated Benefits 2017 Compliance Guide provides the latest information on Retirement Savings Plans and Pensions Pay Practices and Administration Life and Disability Insurance Family and Medical Leave Workplace Health and Safety Substance Abuse in the Workplace Recordkeeping Work Life Balance Managing the Welfare Benefits Package And much more

From Concept to Completion Daniel R. VanGerpen,2014-07-21 This document is intended to assist in guiding and helping you along the way in your newfound path to success Whether it is rewriting a process or procedure or reorganizing a business or starting a brand new enterprise the basic principles are the same It all starts with an idea and matures into some finished entity There are no shortcuts to success so take the necessary time to do it right the first time There are endless possibilities for new start up businesses However starting one and making it successful are two very distinct and different subjects So if you have an idea and want to bring it to reality this syllabus may be a good place to start It is designed to assist you through the initial thinking and planning to the unfolding of the end product It is also designed to assist during the growing or expansion of any enterprise the idea of this book is to cover things that we all know but often fail to recognize and use to our best advantage So often we are too close to the trees to see the forest Translation We are too close to our daily tasks and minutiae to see the end result the total project or the Big Picture in its entirety

A Practical Approach to Making Policy United States. Rural Electrification Administration,1959

Today's Medical Assistant Kathy Bonewit-West,Sue A. Hunt,Edith Applegate,2012-10-04 Bringing together the clinical know how of Kathy Bonewit West the administrative expertise of Sue Hunt and the anatomy and physiology knowledge of Edith Applegate this unique hands on text guides you through the medical knowledge and skills you need to succeed in today s fast paced medical office The latest standards and competencies for the medical assistant have been incorporated into this new edition along with expanded

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