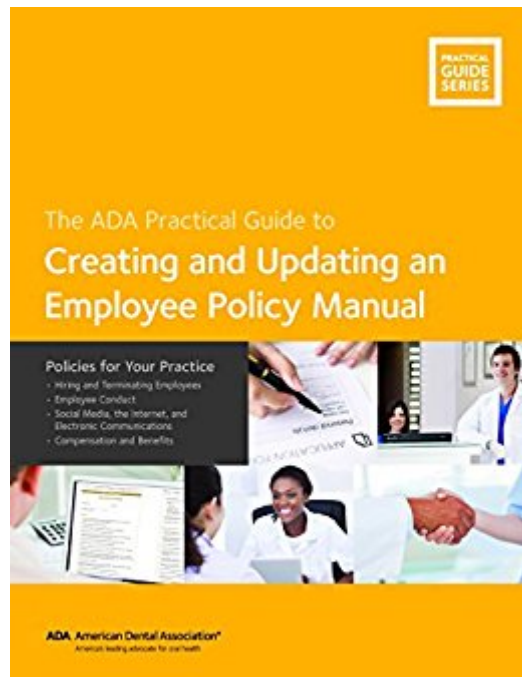# The ADA Practical Guide To Creating And Updating An Employee Policy Manual: Policies For Your Practice

Synopsis

Develop an up-to-date office policy manual with the help of the ADA. This guide includes sample policies, forms, and worksheets to help craft the perfect policy for nearly every situation. It contains: â ¢99 sample office policies on topics such as: oCompensation and benefits, such as paid time off, insurance, and retirement plans oInternet, social media, and electronic communications oEmployee conduct, including personal appearance and dress code, attendance and confidentialityâ ¢Sample job descriptions, job ads, employment application, and interview questionsâ ¢Sample forms, worksheets and checklists including: oHiring and termination checklists oPerformance appraisals oProgressive discipline documentationâ ¢Explanations of: oAt-will employment oEmployees vs. independent contractors oPart-time, full-time, and temporary employeesAlso offers information on staff training, employee motivation and appreciation, and patient management. Table of ContentsIntroductionChapter 1: Employee RecruitmentJob DescriptionsEmployee ResourcesEmployment AdvertisementsEmployment ApplicationsEffective Interviewing StrategiesAdditional Strategies in the Hiring ProcessHow to Make an OfferRejection of an ApplicantHiring ChecklistSummaryChapter 2: Office PoliciesEmployee WelcomeManual Introduction and DescriptionPractice History and DescriptionMission StatementDiversityNondiscrimination/Equal Employment OpportunityEmployee with DisabilitiesOffice ScheduleOffice AppearanceEmployee Rest AreaPersonal BelongingsParking RegulationsDentist Absence/Office ClosureOffice Closure Due to Inclement Weather or Uninhabitable FacilitiesSummaryChapter 3: Employee PoliciesEmployee or Independent Contractor?At-will EmploymentPart-time, Full-time and Temporary EmployeesExempt and Non-exempt EmployeesProbationary PeriodPersonnel RecordsEmployee AttendanceTime and Attendance ReportsCall-in and Tardiness Lunch and BreaksFood and DrinkTravel Expenses ReimbursementEmployee ConductElectronic CommunicationsRecords Retention Conflict of InterestOffice DatingHarassmentWorkplace ViolenceWeaponsEmployee ReferralNursing MothersSummaryChapter 4: Employee TrainingEmployee Orientation and New Hire ChecklistTraining ProgramsSummaryChapter 5: Employee BenefitsEmployee Compensation and Paycheck DeductionsPayday Vacation, Holidays and Other Paid Time OffOvertime (FLSA)Flex-timeMedical CoverageDental Coverage COBRA Workersâ ™ CompensationDisability Coverage Unemployment CompensationLife InsuranceEmployee Retirement Income Security Act (ERISA)401(k) Plan Retirement Plan Professional Dues Continuing Education Tuition Assistance Uniform ReimbursementEmployee Assistance Program (EAP)Dependent Care Assistance Program (DCAP)SummaryChapter 6: Employee ManagementEmployee MotivationEmployee AppreciationStaff EvaluationsProgressive

Book Information

The ADA Practical Guide to Creating and Updating an Employee Policy Manual: Policies for Your Practice DOS: Programming Success in a Day: Beginners guide to fast, easy and efficient learning of DOS programming (DOS, ADA, Programming, DOS Programming, ADA ... LINUX, RPG, ADA Programming, Android, JAVA) The ADA Practical Guide to Associateships: Success Strategies for Dentist-owners and Prospective Associates (The ADA Practical Guide Series) VBScript: Programming Success in a Day: Beginner's Guide to Fast, Easy and Efficient Learning of VBScript

Programming (VBScript, ADA, ASP.NET, C#, ADA ... ASP.NET Programming, Programming, C++, C) ADA: Programming Success in a Day: Beginners Guide to Fast, Easy, and Efficient Learning of ADA Programming Ranches: Design Ideas for Renovating, Remodeling, and Building New (Updating Classic America) Create Your Own Employee Handbook: A Legal & Practical Guide for Employers Rationale for the Design of the Ada Programming Language (The Ada Companion Series) Brooks/Cole Empowerment Series: Social Welfare Policy and Social Programs (SW 323K Social Welfare Programs, Policies, and Issues) The Theory and Practice of Innovation Policy: An International Research Handbook (PRIME Series on Research and Innovation Policy in Europe) American Bar Association Guide to Workplace Law, 2nd Edition: Everything Every Employer and Employee Needs to Know About the Law & Hiring, Firing, ... Maternity Leave, & Other Workplace Issues The Essential Guide to Workplace Investigations: How to Handle Employee Complaints & Problems Employee Number 2: The Story of John Cook and Cook's Pest Control Cyberbullying in Social Media within Educational Institutions: Featuring Student, Employee, and Parent Information Zapp! The Lightning of Empowerment: How to Improve Quality, Productivity, and Employee Satisfaction From Master Student to Master Employee (Textbook-specific CSFI) Understanding Employee Benefits Law Bankruptcy Law: Principles, Policies, and Practice Bankruptcy Law: Principles, Policies, and Practice (2015) Higher Education Law: Principles, Policies, and Practice