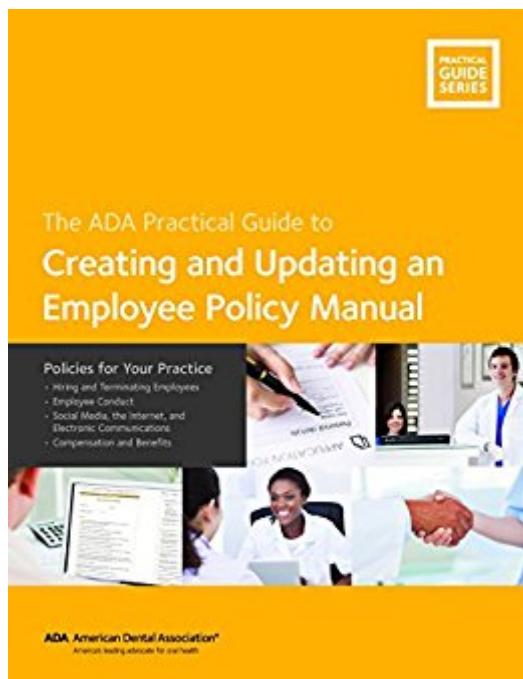


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The ADA Practical Guide To Creating And Updating An Employee Policy Manual: Policies For Your Practice



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: 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 confidentiality oSample job descriptions, job ads, employment application, and interview questions oSample forms, worksheets and checklists including: oHiring and termination checklists oPerformance appraisals oProgressive discipline documentation oExplanations 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.

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