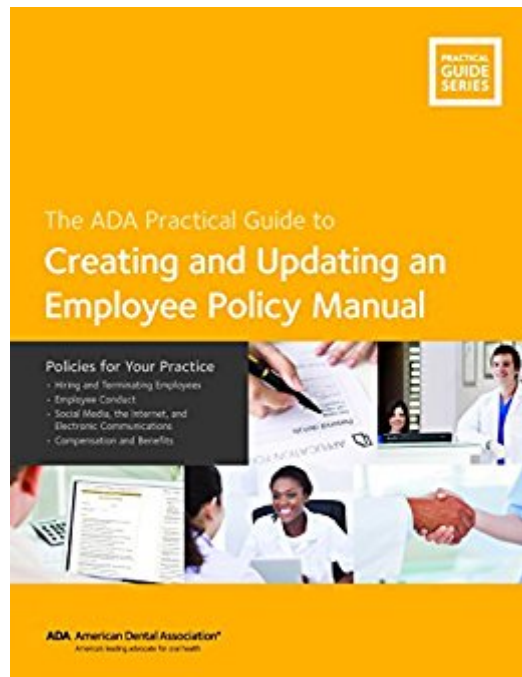


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# The ADA Practical Guide To Creating And Updating An Employee Policy Manual: Policies For Your Practice



## 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:
  - Compensation and benefits, such as paid time off, insurance, and retirement plans
  - Internet, social media, and electronic communications
  - Employee conduct, including personal appearance and dress code, attendance and confidentiality
- Sample job descriptions, job ads, employment application, and interview questions
- Sample forms, worksheets and checklists including:
  - Hiring and termination checklists
  - Performance appraisals
  - Progressive discipline documentation
- Explanations of:
  - At-will employment
  - Employees vs. independent contractors
  - Part-time, full-time, and temporary employees

Also offers information on staff training, employee motivation and appreciation, and patient management.

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