Managing the Dental Team
ADA’s Guidelines for Practice Success™ (GPS™)

Checklist: What to Include in Your Employee Policy Manual

This information provided courtesy of The ADA Practical Guide to Creating and Updating an Employee Policy Manual, a publication of the American Dental Association.

Use this checklist as you develop your manual to make sure that all the information you wish to include has been customized and incorporated.

Employee Acknowledgement

☐ Employee Acknowledgement of Receipt

Office Background and Description

☐ Employee Welcome
☐ Introduction and Description
☐ Practice History and Description
☐ Mission Statement

Diversity and Non-discrimination Policies

☐ Diversity Policy
☐ Non-discrimination Policy
☐ Equal Opportunity Employment Policy
☐ Employees with Disabilities Policy

Office Policies

☐ Office Schedule
☐ Office Appearance Policy
☐ Employee Rest Area Policy
☐ Personal Belongings Policy
☐ Parking Regulations
☐ Dentist Absence/Office Closure Policy
☐ Office Closure Due to Inclement Weather or Uninhabitable Facilities Policy
☐ Patient Credit Card Security Policy (PCI DSS)

Employee Policies

☐ At-will Employment Policy
☐ Part-time, Full-time, and Temporary Employment Policy
☐ Exempt and Non-exempt Employment Policy
☐ Attendance Policy
☐ Time and Attendance Reports Policy
☐ Call-in and Tardiness Policy
☐ Lunch and Break Policies
☐ Travel Expenses Reimbursement Policy
☐ Personal Appearance and Dress Code Policies
Smoking Policy
Substance Abuse Policy
Confidentiality Policy
Internet Policy
Social Media Policy
Cell Phone Policy
Music Policy
Records Retention Policy
Food and Drink Policy
Conflict of Interest Policy
Office Dating Policy
Harassment Policy
Workplace Violence Policy
Weapons Policy
Employee Referral Policy
Nursing Mothers Policy
Staff Training Policy

Employee Benefits Policies
Employee Compensation and Paycheck Deductions Policies
Payday Policy
Vacation Policy
Personal Time Policy
Sick and Emergency Leave Policy
Leave of Absence Policy
Bereavement Policy
Jury Duty Policy
Election Day Policy
Military Leave Policy (USERRA)
Family and Medical Leave Act (FMLA) Policy
Maternity Leave Policy
Overtime Policy (FSLA)
Flex-time Policy
Medical Coverage Policy
Dental Coverage Policy
COBRA Policy
Workers’ Compensation Policy
Disability Coverage Policy
Unemployment Compensation Policy
Life Insurance Policy
Employee Retirement Income Security Act (ERISA)
401(k) Plan Policy
Retirement Plan Policy
Continuing Education Policy
Tuition Assistance Policy
Uniform Reimbursement Policy
Employee Assistance Program (EAP) Policy
Dependent Care Assistance Program (DCAP) Policy
Employee Management Policies

- Performance-based Raises Policy
- Performance Evaluation Policy
- Drug-free Workplace/Substance Abuse Policies
- References Policy

Safety and Security Policies

- Complying with OSHA Standards Policy
- Bloodborne Pathogens Standard Policy
- Hazard Communication Standard Policy
- Emergency Action Plan Policy
- Fire Prevention Plan Policy
- Exit Routes Policy
- Natural Disasters Policy
- Building Security Policy
- Contingency Plan Policy
- Ergonomics Policy
- Radiography Policy

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