

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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