

# 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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