

Table of Contents

1.0 Purpose.....	4
2.0 Scope.....	4
3.0 Handbook Review and Revision Schedule	4
4.0 Mission and Core Values	5
5.0 Office Hours, Holidays, and Closures	5
6.0 Contact Protocols	6
7.0 Equal Employment Opportunity (EEO) Policy	7
8.0 Americans with Disabilities Act (ADA) Policy.....	7
9.0 Occupational Safety and Health Act (OSHA) Policy	8
10.0 Anti-Harassment and Discrimination Policy	8
11.0 Employment At-Will Policy	9
12.0 Fair Labor Standards Act (FLSA) Policy	10
13.0 Recruitment and Hiring Procedures.....	10
14.0 Employee File Requirements.....	13
15.0 In-Service Training Requirements.....	14
16.0 Personnel File Storage and Retention Policy.....	15
17.0 Code of Conduct and Professional Standards.....	16
18.0 Dress Code and ID Badge Policy.....	17
19.0 Social Media and Public Representation Policy	17
20.0 Conflict of Interest and Dual Employment Policy.....	18
21.0 Work Hours and Availability.....	19
22.0 Payroll Schedule and Pay Days	23
23.0 Payroll Deductions.....	23
24.0 Overtime Pay Policy	24
25.0 Employee Benefits [SECTION CAN BE REVISED]	24
26.0 Leave of Absence.....	25
27.0 Practice Management System Access.....	27
28.0 Electronic Signature and Documentation Integrity.....	27
29.0 Acceptable Use of Technology, Email, and Internet	27
30.0 Telehealth Technology.....	28
31.0 Password Security and Data Access Controls	28
32.0 HIPAA and Client Confidentiality.....	28
33.0 Travel and Work Safety	29
34.0 Client and Visitor Policy.....	30
35.0 Office Cleanliness and Security Expectations	30

36.0 Required Labor Law and Compliance Postings.....	31
37.0 Communication Procedures	31
38.0 Infection Control Policy.....	32
39.0 Emergency Procedures and Evacuation Plan.....	33
40.0 Bloodborne Pathogens and Exposure Control Policy	34
41.0 First Aid and CPR Training Requirements	35
42.0 Workplace Injuries.....	36