****

**EMPLOYEE HANDBOOK**

**OF**

**[DENTAL OFFICE NAME]**

**Last revised on [DATE]**

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# **1 – INTRODUCTION**

## 1.1 Welcome

Welcome to [DENTAL OFFICE NAME]. We are pleased to have you as part of our team. This employee handbook provides important information about our policies, procedures, and expectations. It is designed to guide you in your employment with us and foster a positive working environment.

## 1.2 Purpose of this Handbook

The purpose of this handbook is to familiarize you with our dental office's policies, practices, and benefits. It serves as a resource to help you understand your rights and responsibilities as an employee and maintain a professional and productive workplace.

## 1.3 Changes in Policy

[DENTAL OFFICE NAME] reserves the right to modify, amend, or terminate any policies or benefits outlined in this handbook at any time. Any changes will be communicated to employees through official channels. It is your responsibility to stay informed about updates and revisions to this handbook.

# **2 – GENERAL EMPLOYMENT**

## 2.1 "At-Will" Employment

Employment with [DENTAL OFFICE NAME] is at-will, meaning that either the employee or the dental office may terminate the employment relationship at any time, with or without cause or notice. This policy can only be modified by a written agreement signed by the employee and an authorized representative of [DENTAL OFFICE NAME].

## 2.2 Employment Classifications

Employees of [DENTAL OFFICE NAME] may fall into different employment classifications, including full-time, part -time, and temporary employees. The specific terms and conditions of each employment classification will be communicated to employees upon hiring and may be subject to change.

# **3 – EMPLOYMENT POLICIES**

## 3.1 Office Hours

The standard office hours of [DENTAL OFFICE NAME] are [specify office hours]. Employees are expected to be present and ready to work during these hours unless otherwise scheduled or approved by their supervisor.

## 3.2 Employee Scheduling

Employee schedules will be determined by [DENTAL OFFICE NAME] based on the needs of the dental office and patient demand. Schedules may include weekdays, weekends, evenings, and holidays. Any changes to the schedule will be communicated in advance whenever possible.

## 3.3 Breaks and Meal Periods

Employees are entitled to rest breaks and meal periods as required by applicable laws and regulations. Breaks and meal periods will be scheduled to ensure appropriate coverage and uninterrupted patient care. Please refer to the break and meal period policy for specific guidelines.

## 3.4 Timekeeping and Payroll

Accurate timekeeping is essential. All employees are required to clock in and out using the designated timekeeping system. Any discrepancies or errors should be promptly reported to the designated payroll contact. Employees are expected to review and verify their pay stubs for accuracy.

# **4 – COMPENSATION AND BENEFITS**

## 4.1 Payment Schedule

Employees of [DENTAL OFFICE NAME] are paid on a [weekly/bi-weekly/monthly] basis. The specific payment schedule and method will be communicated to employees by the payroll department.

## 4.2 Wages and Salary Structure

Compensation for employees will be determined based on factors such as job responsibilities, qualifications, experience, and market conditions. Specific details about wages, salary structure, and any applicable pay increases or adjustments will be communicated to employees upon hiring and during performance reviews.

## 4.3 Overtime and Bonus

Overtime pay will be provided to eligible employees in accordance with applicable laws. Employees should refer to the overtime policy for details on eligibility, calculation, and procedures for requesting overtime. Bonus programs, if applicable, will be communicated separately.

## 4.4 Paid Time-Off (PTO)

Employees may be eligible for paid time-off, including vacation and personal leave, based on their employment classification and length of service. The accrual rates, eligibility criteria, and procedures for requesting and approving PTO will be outlined in the PTO policy.

## 4.5 Holidays

[DENTAL OFFICE NAME] observes certain holidays and may provide paid time-off to eligible employees on these occasions. The specific holidays, eligibility requirements, and procedures for requesting holiday leave will be communicated separately.

## 4.6 Retirement Plans

[DENTAL OFFICE NAME] may offer retirement plans, such as a 401(k) or pension plan, to eligible employees. Details regarding eligibility, enrollment, contribution limits, and vesting schedules will be provided separately.

## 4.7 Health Insurance and Benefits

Eligible employees may have access to health insurance coverage provided by [DENTAL OFFICE NAME]. The specifics of the health insurance plans, including coverage options, premium contributions, and enrollment procedures, will be communicated separately.

## 4.8 Dental Services for Employees

As an employee of [DENTAL OFFICE NAME], you may be eligible for discounted or complimentary dental services. The specific details and guidelines regarding employee dental benefits will be provided separately.

# **5 – RIGHTS AND RESPONSIBILITIES**

## 5.1 Equal Employment Opportunity

[DENTAL OFFICE NAME] is committed to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age, disability, or any other protected status. All employment decisions are made based on qualifications, merit, and business needs.

## 5.2 Non-Discrimination and Harassment

[DENTAL OFFICE NAME] strictly prohibits any form of discrimination, harassment, or retaliation in the workplace. This includes discrimination or harassment based on race, color, religion, sex, national origin, age, disability, genetic information, marital status, sexual orientation, gender identity, or any other protected characteristic. Employees who experience or witness such behavior should report it promptly using the designated reporting channels.

## 5.3 Substance Abuse and Drug Testing

[DENTAL OFFICE NAME] maintains a drug-free workplace. The use, possession, distribution, or being under the influence of illegal drugs or alcohol during working hours is strictly prohibited. Employees may be subject to drug testing as part of pre-employment screening, random testing, or reasonable suspicion. Violation of this policy may result in disciplinary action, up to and including termination.

## 5.4 Confidentiality and HIPAA Compliance

Maintaining patient confidentiality and complying with the Health Insurance Portability and Accountability Act (HIPAA) regulations are of utmost importance at [DENTAL OFFICE NAME]. All employees must adhere to strict confidentiality guidelines when handling patient information, records, and any other sensitive data. Failure to comply may result in disciplinary action and legal consequences.

## 5.5 Employee Records and Information

Employee records, including personal and employment-related information, are confidential and will be handled in compliance with applicable privacy laws. Employees have the right to review and update their personal information, and any access or requests should be made through the designated HR department.

## 5.6 Professional Development and Training

[DENTAL OFFICE NAME] is committed to fostering a culture of continuous learning and professional development. Employees may have opportunities for training programs, workshops, conferences, or other learning activities to enhance their skills and knowledge. Employees are expected to actively participate in and take advantage of these opportunities.

# **6 – EMPLOYEE CONDUCT**

## 6.1 Professionalism and Ethical Conduct

Employees of [DENTAL OFFICE NAME] are expected to always conduct themselves in a professional and ethical manner. This includes treating patients, colleagues, and visitors with respect, maintaining a positive and collaborative work environment, and adhering to the dental office's code of conduct.

## 6.2 Dress Code and Personal Appearance

Employees must adhere to the dress code policy of [DENTAL OFFICE NAME], which outlines appropriate attire and personal appearance standards. Maintaining a professional and hygienic appearance is essential for patient confidence and the overall image of the dental office.

## 6.3 Attendance and Punctuality

Regular attendance and punctuality are crucial for providing quality patient care and maintaining operational efficiency. Employees should arrive on time for scheduled shifts and notify their supervisor promptly in case of absence or tardiness. Excessive absenteeism or tardiness may result in disciplinary action.

## 6.4 Use of Company Property and Resources

Company property, equipment, supplies, and resources are to be used solely for business purposes. Employees should exercise care, protect company property from damage or theft, and use resources responsibly and efficiently.

## 6.5 Social Media and Online Conduct

Employees should use social media and online platforms responsibly and in a manner that reflects positively on [DENTAL OFFICE NAME]. Exercise caution when discussing work-related matters or posting content that could potentially harm the dental office's reputation or violate patient privacy.

## 6.6 Patient Privacy and Confidentiality

Employees are required to maintain patient confidentiality and privacy in accordance with HIPAA regulations and the dental office's policies. Employees should not disclose any patient information or discuss patient cases outside the necessary professional context.

## 6.7 Conflict of Interest

Employees should avoid situations that create a conflict of interest between their personal interests and the interests of [DENTAL OFFICE NAME]. If a potential conflict arises, employees should disclose it to their supervisor or the designated authority and take appropriate steps to address the conflict in an ethical and transparent manner.

# **7 – EMPLOYEE HEALTH AND SAFETY**

## 7.1 Workplace Safety

[DENTAL OFFICE NAME] is committed to providing a safe and healthy work environment for all employees. Employees are expected to follow safety guidelines, report hazards or accidents promptly, and actively participate in safety training programs. If an employee becomes aware of any unsafe conditions, they should notify their supervisor immediately.

## 7.2 Emergency Procedures

Emergency procedures and protocols are in place to ensure the safety of employees, patients, and visitors. Employees should familiarize themselves with emergency evacuation routes, fire extinguisher locations, and other relevant safety procedures. In case of an emergency, employees should remain calm and follow the instructions provided.

## 7.3 Infection Control and Sterilization

Maintaining strict infection control and sterilization protocols is crucial in a dental office. All employees must adhere to these protocols to prevent the spread of infections and maintain a safe environment for patients and staff. Compliance with guidelines from regulatory bodies, such as the Centers for Disease Control and Prevention (CDC), is mandatory.

## 7.4 Personal Protective Equipment (PPE)

Employees may be required to use personal protective equipment, such as gloves, masks, and protective eyewear, to minimize the risk of exposure to infectious materials and hazardous substances. Proper use, maintenance, and disposal of PPE are essential for employee safety and patient care.

## 7.5 Health and Wellness Programs

[DENTAL OFFICE NAME] may offer health and wellness programs to support employee well-being and encourage a healthy lifestyle. These programs may include access to fitness facilities, wellness challenges, or educational resources. Employees are encouraged to take advantage of these opportunities to enhance their overall health and well-being.

# **8 – LEAVE AND ABSENCE**

## 8.1 Family and Medical Leave (FMLA)

Eligible employees may be entitled to leave under the Family and Medical Leave Act (FMLA) for qualifying reasons, such as the birth or adoption of a child, serious health conditions, or caring for a family member. Detailed information about FMLA eligibility, leave duration, and the process for requesting FMLA leave will be provided separately.

## 8.2 Sick Leave

Employees may be eligible for sick leave to address personal illness, injury, or medical appointments. The sick leave policy will outline the eligibility criteria, documentation requirements, and procedures for requesting and reporting sick leave.

## 8.3 Personal Leave

[DENTAL OFFICE NAME] may provide personal leave for employees to attend to personal matters that cannot be accommodated through other leave categories. The specific details regarding personal leave, including eligibility, accrual, and advance notice requirements, will be communicated separately.

## 8.4 Bereavement Leave

Employees may be granted bereavement leave in the event of the death of an immediate family member. The bereavement leave policy will outline the eligibility criteria, duration of leave, and any required documentation.

## 8.5 Military Leave

Employees who serve in the military, including active duty, reserve duty, or National Guard duty, may be entitled to military leave in accordance with applicable laws. The military leave policy will provide details on eligibility, rights, and procedures for requesting military leave.

## 8.6 Jury Duty and Court-Ordered Leave

Employees summoned for jury duty or required to attend court proceedings as witnesses may be granted leave as necessary. The jury duty and court-ordered leave policy will outline the process for requesting and reporting such absences.

# **9 – EMPLOYEE SEPARATION**

## 9.1 Resignation

If an employee decides to resign from their position, they should provide written notice to their supervisor or the designated authority in accordance with the notice period specified in their employment agreement. Proper handover of responsibilities and return of company property should be completed before the last day of employment.

## 9.2 Termination

[DENTAL OFFICE NAME] reserves the right to terminate an employee's employment for various reasons, including but not limited to performance issues, violation of policies, misconduct, or economic necessity. Termination procedures will be followed in accordance with applicable laws and the dental office's policies. Any outstanding compensation or benefits owed to the employee will be handled according to the relevant policies.

## 9.3 Exit Interviews

Upon separation from employment, employees may be invited to participate in an exit interview. The purpose of the exit interview is to gather feedback, address any concerns, and obtain valuable insights from the departing employee. Participation in the exit interview is voluntary, and all feedback will be treated confidentially.

## 9.4 Return of Company Property

Employees are required to return all company property, including keys, access cards, equipment, electronic devices, and any other items issued by [DENTAL OFFICE NAME], upon separation from employment. Failure to return company property may result in the withholding of final pay or other appropriate actions.

# **10 – ACKNOWLEDGMENT OF RECEIPT**

By signing below, I acknowledge that I have received a copy of the [DENTAL OFFICE NAME] Employee Handbook and agree to read and comply with its policies, procedures, and guidelines. I understand that the handbook is not a contract of employment and that [DENTAL OFFICE NAME] reserves the right to revise, modify, or eliminate any policy or provision at any time.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This handbook is for informational purposes only and does not constitute legal advice. For specific questions or concerns, employees should consult with their supervisor or the HR department of [DENTAL OFFICE NAME].