

NAME OF POLICY AND PROCEDURE DOCUMENT

[The name should be concise, descriptive and start with a key word]

1. INTRODUCTION

[The Keele University Accessible Writing Guide must be read before drafting a policy document.]

1.1 Purpose

[This section should:

- Clearly and succinctly outline the rationale and context for the University having such a policy;
- Include any regulatory and legislative requirements for having such a policy.]

1.2 Scope

[This section should:

- Include an overview of the areas and/issues covered by the policy;
- · Include who must comply with the policy;
- Include brief definitions and/or explanations to provide context to what the policy is for, who it applies to and when it must be applied.]

2. POLICY

[This is the core section of the policy document and should clearly (in compliance with the Keele University Accessible Writing Guide) outline the principles and statements that form the policy. The policy should state and define what those principles, values and expectations are, rather than describe the operational detail, as this will be covered within a supporting procedure or guidance document, which will need to be clearly linked to the policy.]

3. ROLES AND RESPONSIBILITIES

[This section should include further detail about who the policy applies to, but also who (rale description rather than a name) has strategic oversight of the policy, which committees review and monitor the policy, and contact information for at least one member of staff who can answer questions on the policy. For the elements of the policy that are mandatory, this section should also state how compliance will be monitored and enforced.]

4. RELATED POLICIES AND PROCEDURES

[This section should reference the relevant University policies and procedures for other key University documents] that may need to be read in conjunction with this policy; also reference (provide links) to any relevant legislation or University governance provisions.]

How To Write A Policy Manual

Ensheng Dong

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Operating Policies and Procedures Manual for Medical Practices Elizabeth W. Woodcock, Bette A. Warn, 2006 This popular bestseller is an easy to use manual complete with customizable medical office policies Covering more than 100 of todays most pressing events this manual helps practice administrators and managers set procedures and policies for managing operational financial and risk issues as well as personnel disaster planning and exposure control Own Employee Handbook Lisa Guerin, Amy Delpo, 2021-05-14 Avoid legal problems and run a productive workplace with an up to date employee handbook Anyone who hires and supervises employees needs clear policies when it comes to crucial issues like pay and overtime medical leave and social media Create Your Own Employee Handbook provides everything business owners managers and HR professionals need to create or update a legal and plain English employee handbook Find the latest legal information practical suggestions and best practices on wages hours and tip pools remote work at will employment discrimination and harassment complaints and investigations health and safety alcohol and drugs including medical legal marijuana workplace privacy and email and social media This new edition covers recent updates to state and federal laws including expanded rules on paid family and medical leave sick leave state temporary disability programs and much more With Downloadable forms Forms to help All policies and forms along with modifications and alternative language you can tailor to your workplace are available for download details inside Create Your Own Employee Handbook Sachi Clements, 2023-12-26 Avoid legal problems and run a productive workplace with an up to date employee handbook Anyone who hires and supervises employees needs clear policies when it comes to crucial issues like pay and overtime medical leave and social media Create Your Own Employee Handbook provides everything business owners managers and HR professionals need to create or update a legal and plain English employee handbook You ll learn all the top tips and practical suggestions for creating a polished and thorough employee handbook that addresses your company s policies on wages hours and tip pools remote work at will employment discrimination and harassment complaints and investigations health and safety alcohol and drugs including medical legal marijuana workplace privacy and email and social media This new edition will address how to draft an employee handbook in an environment where employees might be permanently remote or working a hybrid remote schedule With Downloadable forms All policies and forms along with modifications and alternative language you can tailor to your workplace are available for download details inside How to Prepare and Maintain a Supervisors' Policy Manual American Management Association, Eileen Ahern, 1947 Creating and Updating an Employee Policy Manual: Policies for Your Practice American Dental Association, 2016-06-01 This resource helps dental practices develop an office policy manual Includes sample policies forms and worksheets to help craft the perfect policy for your dental employee handbook With 99 sample dental office policies sample dental job descriptions templates for forms worksheets and checklists and explanations of at will employment Also offers information on dental staff training including OSHA and HIPAA The

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