

Club Reduce / Doctors Goldmine

General Policies

Employee Name: _____ Office Manager: _____

Please carefully read the following policies for employees of Club Reduce. After your review, please sign and return to your supervisor, as a signed copy must be kept in your personnel file.

The discipline for a first offense that is considered minor or moderate by a supervisor may be a verbal warning and/or a written notice to be placed in your personnel file.

The discipline for a second offense that is considered minor or moderate by a supervisor may be a written notice to be placed in your personnel file.

The discipline for a third offense that is considered minor or moderate by a supervisor may be a final written warning.

The discipline for a fourth offense that is considered minor or moderate by a supervisor may be termination.

The discipline for any offense that is considered major by a supervisor may result in immediate termination.

Offenses:

Being late for work

Violation of dress code (Clean, professional dress)

Non-compliance of procedures and/or directions

Receiving or making personal phone calls during business hours

Use of cell phone for personal phone calls during business hours

Unprofessional conduct

Violation of procedures

False reports

Lying

Arguing

Smoking on the premises

Being disrespectful

Being argumentative

Being rude

Abusiveness

Messy work space

Eating in front of patients

Bringing any food into the office that is not on our programs

Unauthorized breaks

Being unproductive

Non Performance

Repeated inability to learn a procedure, script, or any part of your job

Personal use of office equipment or supplies. This includes any personal use of computers, printers, fax machines, and copiers. This also includes playing games on the computers, even during lunch, or use of the computers for anything other than work related to your job at Club Reduce.

Any personal use of the Internet whatsoever, other than the connection to use Club Reduce and other work related programs

Wasting materials or supplies

Wasting time

Wasting time of another staff member

Willful neglect

Employee Initials

Date

Office Manager Initials

Date

Inappropriate visiting with other staff members, this includes any visiting while on the clock with another staff member that does not work directly with you in your post.

Unauthorized overtime

Leaving your post without notifying your manager and having it covered.

Receiving any treatment while on the clock and/or during patient treatment time (with the exception of one SMT session per day)

Using therapy or exercise equipment on the clock

Falsifying a time card

Clocking another employee in or out, even if you are in the same room

Unauthorized schedule changes

Falsifying a statistic

Giving out any patient or doctor client information without written consent and without the information being first reviewed by Clinic Owner

Giving out internal office information

Discussing personal matters, problems, and/or complaints in front of or with doctor clients or patients

Inability to leave personal problems outside the office

Advising another staff member to ignore and/or violate office policy and or procedure

Undermining policies, orders, or directives

Speaking disparagingly or negatively about the doctors, managers, other staff members and/or the clinic

Unauthorized purchase or expenditure

Unapproved time off or not showing up to work or a scheduled meeting (Approved time off means the appropriate paperwork has been filled out and written approval has been given by supervisor.) (This does not include a legitimate emergency)

Damaging property or premises

Using the premises for any personal use before, during, or after normal clinic hours without consent

Jeopardizing the safety of another employee or patients

Dating a patient, even on your own time (Note: It is understood that if you had any kind of relationship with the patient before the person became a patient that you would continue that relationship)

Dating, being alone with, or any behavior deemed inappropriate with a staff member, even on your own time

Negativity during work

Theft of any type

Gossiping about another staff member

Recording false or inaccurate data in a patients record

Not completing necessary documentation in patients' records

Violation of Doctor/Patient confidentiality

Coming to the office, or any office activity, under the influence of alcohol or drugs

Discussing wages or pay of any type with other employees

Opening your paycheck on the premises or parking lot

Swearing or foul, offensive or crude language

Sexual discussions, dialogues, conversations, jokes, innuendos, or communications of any type

Not immediately reporting sexual discussions, dialogues, conversations, jokes, innuendos, or communications of another staff member (This is to infer a zero tolerance policy)

Withholding vital information from the Doctors, managers, and/or clinic

Selling any products to patients or fellow employees or soliciting in any manner to patients or fellow employees

Using patient lists or files for anything other than work related to the clinic

Failure to report any of the above offenses by a fellow staff member to management

Failure of management to report any of the above offenses

Non-compliance with HIPAA regulations

Conducting personal business on company time

Parking in patient-designated areas

This is not meant to be a complete list, and other actions may be added.

Employee's Signature

Date

Office Manager's Signature

Date