

Sample Employee Handbook for a New York State Dental Practice

1. Introduction & Welcome

Welcome to [Practice Name]. Our mission is to provide exceptional dental care with professionalism, compassion, and safety.

Disclaimer: This handbook does not constitute a contract. Employment is at-will.

2. Employment Policies

Equal Employment Opportunity (EEO): We provide equal opportunity regardless of protected status.

Recruitment & Hiring: We follow credential verification, background checks, and NY compliance.

3. Required New York State Handbook Policies

- Airborne Infectious Disease Exposure Prevention Plan (NY HERO Act)
- Business Expense Reimbursement
- Crime Victim Leave
- Domestic Violence Leave
- Jury Duty Leave
- Organ/Bone Marrow Donor Leave
- Voting Leave
- Paid Family Leave
- NYS Paid Sick Leave
- Lactation Accommodations
- Meal and Rest Breaks
- Sexual Harassment Prevention

- Whistleblower Protections

4. Workplace Expectations for Dental Practices

Professional conduct, patient confidentiality, and infection control compliance.

5. Work Hours, Pay, and Benefits

Minimum wage, overtime, timekeeping requirements, PTO, and leave policies.

6. Training & Continuing Education

Annual OSHA, harassment training, CPR certification, and NY-required CE.

7. Technology & Confidentiality

Proper use of EHR systems and confidentiality agreements.

8. Disciplinary Procedures

Verbal warning, written warning, final warning, termination.

9. Acknowledgment of Receipt

Employees must sign acknowledgment of receiving this handbook.