

# EMPLOYEE PROCESSES

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How many employees does the practice have?

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How many hours per week does each person work? What is the pay rate for each person?

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How often are employees paid?

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Does the office have an OSHA manual?

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How often are staff meetings held? What is the format for these meetings?

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Is the staff taken to periodic training seminars, chiropractic events?

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## Benefits/Policies

Does the office have an employee manual describing benefits, employment policies, and procedures?

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Do staff members receive paid time off for vacations, sick days, personal days?

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Do staff members receive health insurance? Who pays what?

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What is the office dress code? Must staff members purchase their own uniforms or does the office provide these?

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Do staff members (and families) receive free chiropractic care at the practice?

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