

OFFICE PROCEDURES MANUAL



LAWYERS
MUTUAL

LIABILITY INSURANCE
COMPANY OF
NORTH CAROLINA

RISK MANAGEMENT PRACTICE GUIDE OF LAWYERS MUTUAL

AN OFFICE POLICIES AND PROCEDURES MANUAL IS COMPOSED OF TWO DISTINCT SECTIONS.

- 1** The **OFFICE POLICIES SECTION** refers to rules and regulations, like employment, behavior, and inclement weather procedures.

- 2** The **OFFICE PROCEDURES SECTION** documents administrative functions like file management, conflicts of interest checking, managing the trust account, calendaring, and routine activities like opening mail and answering the phone.

THE MANUAL

WRITING THE MANUAL

1. Use simple language. Sentences 20 words or less.
2. Have a detailed structure — outline format.
3. Use a positive tone.
4. Compile information before you begin to write the manual.
5. Avoid specific actions and instead focus on standard document preparation.
6. Organize information into categories to give the manual structure.
7. Create a production schedule.
8. Edit for consistency.
9. Establish a review.

STANDARD FORMATS

Policies and standards on the following:

- **Typography.**
- **Letters and Memos.** Including fax cover sheets.
- **Pleadings.** Include format rules dictated by the courts.
- **Other Documents.** This might include email formatting, forms, office signatures.

OFFICE STRUCTURE

- **Introduction.** Include firm's mission.
- **Building Layout and Access.** Maps of the building and office layout access to the office outside of business hours.
- **Job Descriptions.** Identify responsibility for jobs and tasks.
- **Supplies and equipment.** Location of supplies and equipment, and maintenance procedures.

OFFICE PROCEDURES

Detailed instructions on:

- Security
- Emergency or Disaster
- Representing Firm
- Representing Clients
- Communications
- Filing System
- Docket Control System
- Finances

PERSONNEL POLICIES

- **General Policies.** Include federal and state regulations.
- **Employment.** Classification, personnel files, disciplinary/termination terms.
- **Conduct.** Include online behavior and use of office equipment and supplies.
- **Hours of Work.** Describe any telecommuting or alternate schedules.
- **Benefits.**
- **Holidays and Paid Leave.**

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Example Office Procedures Manual

Kenneth E. Ebel



Example Office Procedures Manual:

Law Office Policy & Procedures Manual Howard I. Hatoff, Robert C. Wert, 2006 This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures The book an updated and expanded version of the previous fourth edition is divided into seventeen sections covering such topics as law office organization management and administration support personnel office policies personnel policies and benefits office security and emergency procedures financial management file systems technology and communications systems The book contains numerous sample forms and documents as well as extensive bibliographies A CD containing the entire text of the manual is included allowing customization of the manual for particular user needs *Modern typewriting and manual of office procedure. [With] Teacher's handbook and key* Arthur E. Morton, 1903 *Modern Typewriting and Manual of Office Procedure* Arthur E. Morton, 1903 **Church Administration** Robert H. Welch, 2005 Church Administration by Robert Welch will assist pastors and church administrators in becoming effective and efficient leaders managers and administrators

Achieving Excellence in Business Kenneth E. Ebel, 2019-04-04 This volume provides the understanding and the means needed to achieve complete systematic quality control of goods and services in any type of organisation It also shows how to meet or exceed clients quality expectations structure management systems to encourage business growth and adapt to changing needs ensure continuous quality improvement and increase efficiency and effectiveness The book explains the theory of total quality and demonstrates its practical applications elucidates the relationships among all company departments and their effects on pursuit of excellence and presents several powerful problem solving techniques An essential resource for quality improvement quality control business human resource and industrial engineering managers chief executive officers of product and service orientated firms and graduates in these disciplines **Construction Operations Manual of Policies and Procedures** Andrew Civitello, Sidney Levy, 2007-10-09 Smooth the managerial side of running a small to mid sized

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Saunders Essentials of Medical Assisting - E-Book Diane M. Klieger, 2013-08-09 Saunders Essentials of Medical Assisting 2nd Edition is designed to give you just the right amount of the essential information you need to prepare for your career as a medical assistant It covers all of the need to know information in an organized approachable format The condensed information is perfect for shorter programs of study and as a review tool for certification or re certification for practicing medical assistants Full color and visually oriented this text presents information in manageable segments that give you all the relevant facts without being overwhelming With the most up to date information on basic body systems

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Management Policy and Procedure Manual Trans World Airlines,1946 **Office Procedures Manual** Northwestern University (Evanston, Ill.),1975 *The Physician's Office* Leif C. Beck,1977 **Construction Operations Manual of Policies and Procedures 5E (PB)** Sidney M. Levy,Andrew M. Civitello,2014-01-29 The latest tools and techniques for successfully managing construction operations CONSTRUCTION Fully revised throughout the new edition of this practical guide offers a wealth of proven strategies for effectively running a construction business delivering high quality projects on time and within budget and maximizing profits all gleaned from the authors decadeslong experience in the construction industry Construction Operations Manual of Policies and Procedures Fifth Edition contains new chapters on Building Information Modeling BIM and claims disputes arbitration and mediation More than 150 new and updated contract formats checklists forms and sample letters are included The book also provides current OSHA safety regulations and standards and the latest LEED Certification requirements Run a profitable and efficient construction firm with help from this time saving resource COVERAGE INCLUDES Company organization and quality assurance program Company and project administration General contracts Project engineering Site superintendence Safety and loss control Design build project administration The preparation and processing of change orders Claims disputes arbitration and mediation Progress schedules and funds analysis Building Information Modeling Green buildings and sustainability *Office Procedures Handbook* Iowa. Department of Transportation,1984 **Handbook of Modern Personnel Administration** Joseph J. Famularo,1972 USA Reference book on personnel management covers administrative aspects recruitment promotion procedures incl Interviewing aptitude tests etc in plant training management development wage payment systems job evaluation occupational pension schemes pension schemes employee performance records welfare occupational safety labour relations communication records maintenance redundancy personnel management in multinational enterprise and mergers etc and comments on

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