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Office Policy Manual (Novato, CA: Professional Publishers, Inc. 2000) HF 5438 M19o. Policies and procedures manual: a guide for success in real estate (Tallahassee, FL: The Real Estate School, 1998) HF 5438 P75p. Real Estate Brokerage Essentials®, Managing Legal and Business Issues, 3rd Ed.

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1 A BROKER'S GUIDE TO CREATING A POLICY AND PROCEDURE

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MANUAL DEFINITIONS Jurisdiction's regulatory authority - Commission, Council, Board, etc. Broker - the supervising managing broker (broker). Employee - Salaried employee as defined by jurisdiction's governmental tax authority. Independent Contractor - Individual who contracts for a specific task or job and responsible

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