

DENTAL AID PERSONNEL

Policy & Procedure

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It is understood and agreed that all auxiliaries who register are the clients of DENTAL AID Personnel. The Practice, DENTAL AID and the applicant, have entered into service contracts which states that under no circumstances will the practice or any person(s) employed by the Practice, contact or refer to another practice, any candidate referred by DENTAL AID Personnel, without the expressed permission from the agency.

- Your rate of pay will be negotiated prior to each assignment. The Dentist/client is responsible for payment of the placement fee and you do not pay any fees to DENTAL AID or the Dentist. If taxes are not withheld from your earnings by the doctor/practice, you are responsible for reporting your earned wages when filing your year end income tax. **It is the responsibility of the staff member to keep complete records of their earnings.**
- When an assignment is accepted, it is considered 'booked' and the auxiliary **will not** cancel unless medical issues arise or 24 hours notice is given and a replacement can be found.
- It is your responsibility, to make sure all licensing and continuing education is current and active.
- DENTAL AID Personnel maintains the strictest of confidentiality for the benefit of all parties involved. The employee agrees not to divulge any information received during the assignment/interview concerning job postings, personal, financial or other affairs of the dental office, to any persons, friends, colleagues or any other dental office.
- Registration with DENTAL AID Personnel **does not prohibit** the employee from seeking/accepting employment on your own. It is against the policies of DENTAL AID Personnel for you to offer employment to any client that we send you to. **DO NOT** give our clients your telephone number. Let the dentist/practice know that they can request you again through our agency. **As such, the employee agrees that any and all further staffing requests will be directed through the agency and you will notify us of any changes or employment arrangements with the client/dentist.**
- The auxiliary is required to conduct themselves in a professional, businesslike manner. It is mandatory for all hygienists and CDA to wear either scrubs or uniforms. We ask that you show for an assignment 15 minutes prior to work in order to familiarize yourself and to help make your day run smoothly. This time is NOT to be charged to the practice.
- When notified of an assignment we ask that you call or email us within 24 hours if you are available or not.**

- DENTAL AID assures its employees that complete integrity and confidentiality will be used in all reference checks. If you ever have a dispute while on assignment, you MUST notify us immediately.

EMPLOYEE'S AGREEMENT

I have read, understood and agree with all of the foregoing. I accept employment based on assignments, with DENTAL AID Personnel on the terms and conditions set out above. We work hard for both the employee and client. The above policies have been put in place to ensure the continued success of doing business together. At DENTAL AID we ask that you respect our policies and follow them accordingly.