

DENTAL PROFESSIONALS EMPLOYEE LETTER OF AGREEMENT

1. Employment offers are not guaranteed. Dental Professionals will act as a source of job opportunities and agrees to refer you to temporary and/or permanent jobs suitable to your qualifications at no charge. In return you agree to abide by the policies set forth in the "DENTAL PROFESSIONALS POLICIES" document and the "DENTAL PROFESSIONALS EMPLOYEE LETTER OF AGREEMENT".
2. **You are requested to accept any assignment** based on your available days and practical geographical locations. We will attempt to schedule you in the geographic locations that you have provided us; however you may be asked to accept positions in any practical geographic location as determined by Dental Professionals. You may change your available days at any time by contacting our office.
3. **You agree to contact Dental Professionals** if our client calls you for additional work, a working interview, or permanent placement within a period of six months after you last worked in that office. You agree not to accept any assignments in that office unless Dental Professionals assigns you a work order number.
4. **Know the directions to your assignment and arrive on time.** You are expected to arrive at the client's office with enough time to acquaint yourself to the office and its policies and be prepared to sign in and assist with your first patient at your start time. If you are going to be late call our office, not the office to which you are assigned, so we can notify them, however you are expected to arrive on time.
5. If applying for a permanent position you agree to:
 - Keep all job referrals confidential. You are not allowed to share our job leads with any other individuals, friends, or colleagues.
 - Notify Dental Professionals if we refer you to a practice if they have already contacted you through other agencies or sources. Many on line ads are blind (e.g. Craigslist) – if a client has your resume from an on line posting, however has not contacted you for an interview, then a permanent placement fee is owed to Dental Professionals if the client decides to hire you after we refer you or send you to their office for a temporary assignment.
6. You agree to provide Dental Professionals the name of any practice from which you accept any permanent, semi-permanent, or long term temporary placement position.
7. If you work in one of our clients office for a temporary assignment or working interview, you agree to review the office's Notice of Privacy Practices (in accordance with HIPAA) and understand that you are restricted from accessing, inspecting, using, or disclosing confidential information beyond the minimum necessary to fulfill your duties.
8. You agree to notify Dental Professionals immediately if any of our clients pay you as an independent contractor. You are not eligible to work as an independent contractor in the State of Washington.
9. Please listen to your phone messages before you return our phone calls. This will save you and us time and allow us to serve you better.
10. **Return ALL Dental Professionals phone calls,** it is important that you respond to any of our calls even if you are not able to work to remain active on our call list.
11. **EMAIL is NOT to be used** to change the status of any current assignments, sickness, cancelling, late arrival, etc. It is only to be used to submit required documents and licenses and changes of availability beyond the current week.
12. You agree to submit your completed time sheets to Dental Professionals on a weekly basis.
13. You agree to silence and not use your cell phone or other electronic devices except during lunch break.
14. You are a non-smoker.