

DENTAL PROFESSIONALS EMPLOYEE LETTER OF AGREEMENT

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”.

- 1. You agree not to cancel any assignments you have accepted unless it is an emergency. If you accept a permanent position it is expected that you will honor any temporary assignments that you have already accepted, unless Dental Professionals is able to replace you for those days. 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.**
- 2. You agree to contact Dental Professionals if our client calls you for additional assignments, a working interview, or permanent placement after we first assign you to that practice. You agree not to accept any assignments in that office unless Dental Professionals assigns you a work order number prior to working there. All clients have agreed to our permanent placement fee policy and it is the responsibility of the client to pay this fee.**
- 3. Know the directions to your assignment and arrive on time. You agree 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.**
- 4. You agree to return all Dental Professionals phone calls promptly as we do not have the staff to call each of our professionals several times. Also, please listen to any voice messages that we leave you before returning our phone calls.**
5. If applying for a permanent position you agree to keep all job referrals confidential. You agree not to share our job leads with any other individuals, friends, or colleagues.
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, even if it was not through Dental Professionals.
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. 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.
10. You agree to submit your completed “L” and “B” time sheets to Dental Professionals weekly.
11. You agree to silence and not use your cell phone or other electronic devices except during office breaks.
12. You are a non-smoker.