



DENTAL PROFESSIONALS EMPLOYEE LETTER OF AGREEMENT

Dental Professionals agrees to refer you to temporary and/or direct hire jobs suitable to your qualifications at no charge. In return you agree to abide by the policies set forth in this Dental Professionals Employee Letter of Agreement and all Dental Professional's policies otherwise provided or made available to you, including but not limited to the Dental Professionals Employee Handbook, policies documents, policies appearing on our website, policies emailed or sent via letter to you, etc.

1. **Acceptance of Assignments.** You agree to make best efforts to accept any assignment offered to you based on your provided 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 reasonable geographic location as determined by Dental Professionals. You may change your available days at any time by contacting our office.
2. **Prompt Arrivals to Assignments.** You agree to arrive to your assignment on time. You agree to allow enough time to account for traffic conditions and parking, and arrive to your assignment at the start time. Your start time should begin at a time that will allow you enough time to acquaint yourself to the office, its policies, and be prepared to assist with your first patient. After you receive an assignment from Dental Professionals, you will then call the client directly and confirm the start and stop time to avoid any confusion. This is the start and stop time that should be reflected on your timesheet and approved by the client prior to submitting it to Dental Professionals on a weekly basis. If the start and stop times change for any reason, please notify Dental Professionals.
3. **Late Arrivals.** If you are going to be late to your assignment, call our office so we can notify the client. **DO NOT CALL THE CLIENT OFFICE TO WHICH YOU ARE ASSIGNED.**
4. **Additional Work with Client.** You agree to contact Dental Professionals if our client calls you for additional work, a working interview, or permanent placement/direct hire within a period of 12 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.
5. **Direct Hire.** If applying for a direct hire/permanent placement 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 and they have already contacted you through other agencies or sources. If a client has your resume from an online posting, but 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 its office for a temporary assignment.
6. **Outside Work.** 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. **HIPAA Compliance.** You agree at all times to conduct yourselves in compliance with HIPAA. If you work in one of our clients' offices for a temporary assignment or working interview, you agree to review the office's Notice of Privacy Practices (in accordance with HIPAA). You hereby acknowledge that when on assignment, you are restricted from accessing, inspecting, using, or disclosing confidential information beyond the minimum necessary to fulfill your duties.

8. **No Independent Contracting.** 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. **Phone Calls and Messages.** You agree to return ALL Dental Professionals phone calls and text messages. 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. It is important that you respond to all of our calls and texts, even if you are not able to work. This will keep you active on our call list.
10. **Emails.** Email is NOT to be used to change the status of any current assignments due to sickness, for cancellations, late arrivals, etc. It may only be used to change availability beyond the current week.
11. **Timesheets.** You agree to submit your completed time sheets to Dental Professionals on a weekly basis for ALL jobs.
12. **Cell Phones.** You agree to silence and not use your cell phone or other electronic devices while on assignment except during lunch breaks or breaks.
13. **Nonsmoking Policy.** Dental Professionals is concerned about the effect that smoking and secondhand smoke inhalation can have on its employees and clients. Smoking in offices, client areas, and restrooms is prohibited.

Print Name: _____

Signature: _____

Date: _____