



Temporary and/or Permanent Placement Agreement with Dental Assist LLC

This agreement between Dental Assist LLC and you, hereafter referred to as the Temporary, provides that Dental Assist LLC will place you in a dental practice, as available, at no charge to the Temporary.

(Completed Registration on the website indicates adherence.)

- The Temporary **MUST** upload a current resume onto the website www.dental-assist.com. This should be completed within 3 days of initial registration. The Temporary is responsible for renewing all licenses and certifications. A Temporary Dental Assistant must have an **ACTIVE** Indiana Dental Radiography License (not a student permit).
- The Temporary agrees that he/she will **keep his/her availability updated on the website www.dental-assist.com AT ALL TIMES!** If there is no availability listed, this can result in lack of assignments given to Temporary by Dental Assist LLC.
 - If Temporary is not available and the calendar shows that he/she is available, **MAJOR** problems can arise. If the availability calendar shows a Temporary available, but he or she is not, this can result in Dental Assist LLC miscommunication with an office that it can provide coverage when, in fact, it cannot which negatively reflects and impacts Dental Assist LLC. **The above circumstance can result in immediate termination of the relationship between the Temporary and Dental Assist LLC.**
- If the calendar on the website shows the Temporary is available, the Temporary agrees to make himself/herself available to be contacted via phone and/or text **AND** agrees to be responsive to a call or text replying **AS SOON AS POSSIBLE**. Example: if Dental Assist LLC contacts a Temporary morning of (due to calendar showing availability of said Temporary), then Temporary must connect with Dental Assist LLC **within an hour of contact**.
- If Temporary is contacted while on another assignment or in his/her permanent office, the Temporary agrees to reply to Dental Assist LLC as soon as possible or, at a minimum, at the end of the working day.
- The Temporary agrees to clock in & out utilizing the Payroll system. Failure to do so will result in no money deposited into Temporary's bank account. Continued non-compliance will result in lack of future assignments and/or termination of the working relationship.
- The Temporary agrees to notify Dental Assist LLC in the event that any of the Dentists (or their staff), where he/she has been sent, attempts to hire said Temporary for any additional work or for permanent placement without going through Dental Assist LLC for a period of **One Year** from the last date of service with Dental Assist LLC.
- The Temporary will not give his/her phone number to the Office or the staff for the purpose of additional work. If that Office would like the Temporary to work any additional days, it is the Temporary's **responsibility** to tell the Office that scheduling needs must be handled through Dental Assist LLC.

- The Temporary is **REQUIRED** to confirm a temporary assignment(s) with the Office once it has been assigned by Dental Assist LLC. It is the Temporary's **responsibility** to get directions to the Office, verify the hours that the Temporary is scheduled to work and arrive. This should be done as quickly as possible once the assignment has been given as all assignments are on a first come, first serve basis. If the Temporary does not contact the Office within, at the most (unless a weekend), 1 day of being given the assignment, the Temporary could lose the assignment to another candidate or jeopardize the working relationship with Dental Assist LLC.
- *The Temporary must contact the office **FIRST** and then Dental Assist LLC in case of severe weather or an extreme emergency.*
- Day(s) that are scheduled through Dental Assist LLC are considered an **obligation**. If the Temporary is absolutely unable to complete this obligation due to illness, family emergency, or death in the family, the Temporary **MUST call the office and, then, me IMMEDIATELY**. This notification should be subsequently followed up with an email describing the situation and confirming your cancellation. Failure to do these things will result in the immediate termination of the relationship between the Temporary and Dental Assist LLC. If you end up cancelling last minute, understand that this is a negative reflection on Dental Assist LLC which may result in either the Temporary receiving no additional assignments and/or termination of the relationship between the Temporary and Dental Assist LLC.
- Wages are confidential. Please do not discuss wages with the employees of offices.
- If the Temporary is actively looking for a permanent job, then it would be preferable that availability on the website calendar reflect days that the Temporary is committed to work. If the Temporary agrees to take on a long term assignment or make his/her availability for more than two weeks in advance, then those days that are scheduled by Dental Assist LLC are considered an obligation. Failure to complete this obligation will result in termination of the working relationship.
- When the Temporary is assigned to an office that is looking for a permanent employee or additional temporaries, this information is considered confidential. If the Temporary knows of another Dental Professional that would be interested in working for that office, please have them contact Dental Assist LLC. We would be happy to make the proper arrangements. **If the Temporary is interested in becoming a permanent employee in this office, since the Temporary has already been placed in that office as a temporary employee by Dental Assist LLC, the Temporary agrees to go through Dental Assist LLC to help obtain this permanent position.**
- If the Temporary is actively seeking permanent placement in any dental office, the Temporary acknowledges that Dental Assist LLC's permanent placement fees are not the responsibility of the temporary. If the Temporary is attempting to find permanent placement on his/her own as well as utilizing Dental Assist LLC services, the Temporary agrees to update Dental Assist LLC, at the very least, weekly on this progress.

- The Temporary agrees to be professional **AT ALL TIMES** while in an office that Dental Assist LLC has placed him/her. Failure to comply will result in immediate termination with Dental Assist LLC. Professionalism **includes but is not limited to:**
 - Speaking respectfully and acting respectfully to all patients, staff, and dentists. No gossiping.
 - Stay off cell phones unless it is a scheduled break.
 - Dress in clean, pressed clothes. Cover tattoos. Pull hair back. Wear minimal jewelry, make-up, and scented lotions and/or cologne or perfume.
- The Temporary Dental Hygienist agrees to obtain his/her own Malpractice/Professional Liability Insurance. The cost is ~\$70/year through www.hpsso.com. Temporary Dental Hygienists are not covered under the dentist's policy if not on the office's payroll. No assignments will be given until this is obtained and a copy emailed to michelle@dental-assist.com

I look forward to working with you. Please contact me at any time with any questions or concerns!

Michelle Colbert

Michelle Colbert, MSM, CDA
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