

## Policies for Dental Ink

**Please try not to cancel:** Many times we do not have a replacement and we run the risk of losing a Client. If you absolutely have no other choice, and have to cancel, you must contact us immediately, DO NOT CALL THE CLIENT. If you are canceling the night before or morning of a scheduled assignment please call 800-231-4294. If cancellations are frequent we will have to terminate our working relationship.

Failure to report to an assignment will result in the immediate termination of your employment with Dental Ink.

**Scheduling:** All scheduling for contractors shall be done directly through Dental Ink, no contractor is to be contacted directly by the Client or Client's staff. If an office asks you back for additional days that have not been scheduled through Dental Ink, you must call us immediately and let us know the days. Many times the office will not call us so it will be your responsibility to let us know.

**Daily Limit:** We understand that scheduled hours may change. Patients cancelling, schedules falling apart, in these situations, our contractors are guaranteed a minimum of 4 hours pay. However, if a contractor is sent home for failure to perform expected job duties they will be paid for their hours worked only; the 4 hour minimum will not apply.

**Confirming your assignment:** When we schedule you for an assignment we will call the office and let them know who we have scheduled. You must also call the office to confirm. Do not wait to confirm. When confirming with the office; identify yourself and let them know that you are with Dental Ink, confirm the hours, ask for any special instructions and get directions to the office.

**Always be on time:** Arrive at least fifteen minutes before the first patient is scheduled.

**Complete the Assinment:** When you are scheduled for several days or weeks, such as a maternity leave or vacation, you are obligated to work the scheduled days and hours. It is very important that you keep your commitment to Dental Ink and the Client. Personal activities should not conflict with the assignment. If this becomes an issue you will be replaced.

**Making a lasting impression:** Always keep busy. If you have free time ask if there is anything you can do, such as filing or confirming patients. Please do your best to represent Dental Ink and yourself. If we send you to an office and it is not a good fit for any reason, we ask that you please finish the day, then call and let us know of the problem or situation and we will make a note in your file not to send you back. Please do not express your concerns or opinions with the staff or patients. Remember to turn your cell phone off, do not make or receive personal phone calls and please do not gossip or read magazines.



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**Call weekly with your availability:** Keeping your availability current is very important. We ask that you call in at least once per week. We also ask that if there are any changes to your days available that you let us know. If you do not call in weekly and keep your availability current we will assume you have voluntarily quit.

**Time Cards:** You must use Dental Ink time card each time you work in an office through Dental Ink. Time cards must be signed by someone who is authorized to do so; Dentist, Office or Practice Manager. A paycheck cannot be issued without a signed time card. It is the responsibility of each employee, not the office to make sure we receive a copy of your time card.

**Permanent Placement Policy:** We will call you with any job referrals that match your request for a permanent position. Dental Ink will refer your resume and set up formal and working interviews. Not all offices will place an order for a permanent position they have open in their office. Offices will often hire contractors that we referred to their office. Any referral from Dental Ink, whether it be for a contractor or permanent position, continues to be a referral for twelve months from the date the referral was made or from the last day worked in that office through Dental Ink. It is your responsibility to notify us if an office has offered you a position or hired you.

We look forward to working with you. If at any time you have questions regarding the policies of Dental Ink, please do not hesitate to give us a call.

Please sign, make 2 copies and keep one for your records.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

