

SubstiToothFairy, Dental Staffing Service

POLICIES AND AGREEMENT

1. SubstiToothFairy, L.L.C. is not an employer. SubstiToothFairy is a dental staffing service which will assist in finding permanent and/or temporary work assignments which you will be paid directly from Dental Practice that requests staff. 1a-SubstiToothFairy, L.L.C. shall not be held liable for any damages between you and the Dental Practice.

2. Verification of Licensure, References and/or Job History. you are giving us permission to verify the information entered on my application AND all documents submitted. You also give permission to release all information to Dental Practices that are under contract with SubstiToothFairy.

3. Expectations from you.

- Providing Current credentials at each assignment – make sure to have copies for office
- Arrive 15 minutes early
- Professional attire: medical scrub top, scrub pants, proper footwear, safety glasses.
- Professional appearance: hair tied back, no heavy make-up, no facial/oral piercings, no visible tattoos
- Helping the team when you have down-time
- Leaving a lasting impression on the team
- NO CELL PHONE USAGE

4. Hourly Rate. Hourly rate is based upon: The Dentist and/or Office Manager, clinical years of experience, knowledge and experience of various dental protocols.

5. Payment. Will be rendered after completion of successful assignment, which can take up to 10 business days.

6. Time Sheets. Temporary assignments or working interviews require you to keep a copy of your time sheet signed with the Doctor's and/or Office Manager's signature, for all services performed in order to ensure payment from the Dental Practice.

7. Commitment to temporary and/or permanent dental placements. When confirmation of commitment to an assignment has been achieved, we require 72 hours' notice for all cancellations. In the case of an emergency/illness less than 48 hours, this will be documented as a missed assignment. More than 3 missed assignments, you will need to review your attendance with a SubstiToothFairy supervisor.

8. Availability. Report your availability as frequently as possible for work that you are looking for.

9. Dental Relationships with Offices SubstiToothFairy provides. Relationships that are established, initiated and/or sustained by SubstiToothFairy, L.L.C. between you and the Dental Practice prohibit future assignments in that particular office independently. Therefore, you are to notify the Dental Practice to request you from SubstiToothFairy for any future assignments.

10. Dental Relationships independent from SubstiToothFairy. You have the right to work in dental offices that SubstiToothFairy has not provided for you

I, (*PRINT NAME*) _____, am entering into this agreement with SubstiToothFairy and understand that SubstiToothFairy is assisting me in finding temporary work and/ or permanent placement. This agreement is on-going unless I decide to end my relationship with SubstiToothFairy. I further understand I will not be allowed to work with offices SubstiToothFairy has established for me for one year from termination date. If I do not abide by this policy, SubstiToothFairy reserves the right to charge me \$300.00 for breach of agreement and attorney services to collect monies owed.

THIS AGREEMENT IS CONFIDENTIAL. I DO NOT HAVE THE RIGHT TO DISTRIBUTE THESE DOCUMENTS.

X _____ Date: ____/____/____