

Central Valley Dental Personnel Ltd

Policies & Procedures

Our Commitment to you

At Central Valley we pride ourselves on our experience, leadership, and dedication to finding the right employment opportunities for you. As your agent and advocate we strive to ensure that all your placement needs are satisfied. We will negotiate competitive wages, and support you on all issues related to your assignments.

Procedures:

- Once we have notified you of a possible assignment, we ask that you respond within a reasonable length of time, even if you are not accepting the assignment.
- If you find that you are unable to fulfill an accepted assignment, YOU MUST provide 24 hours notice of cancellation.
- Please arrive a minimum of 15 minutes prior to commencing work, which is NOT to be charged to the office. This provides you with the opportunity to familiarize yourself with the office and their procedures.
- It is mandatory for all RDHs and CDAs to wear a uniform or lab coat. In addition, please leave your workstation clean and restocked.
- In the event of any dispute while on assignment, please notify us immediately.
- You are paid directly by the dentist, therefore make sure to keep a time sheet and submit at the end of each assignment. Please include ONLY your address, DOB, and SIN for mailing or make pick up arrangements. Please DO NOT provide your phone number and/or email.
- It is our obligation to inform you that if the taxes are not withheld from your earnings, it is then your responsibility to keep accurate records and report your wages when filing your taxes as per required by the Canada Revenue Agency.
- Please notify us of any changes to your availability and/or employment situation.
- Do not book directly with offices that we have introduced you to; all bookings must be done through us at CVDP.
- You give Central Valley Dental Personnel Ltd. permission to contact you by email or text message, using the information you have provided in your registration.

Your Commitment to us

The following policies are put into place to ensure the continuation of our services. If we have connected you with a dental office we ask that you respect the following:

Policies:

- Do not give our clients your telephone number or email address; rather, tell them they can request your services through Central Valley Dental Personnel.
- It is against our Policy for any Dentist or staff member we have introduced you to, to contact you personally for any employment requests, either for their office or to refer you to another office without first contacting Central Valley Dental Personnel.
- It is against our policy for you to accept employment from any dentist and/or staff we have introduced you to without informing Central Valley Dental Personnel.
- It is against our policy for you to offer employment to our client directly without informing Central Valley Dental Personnel.
- If a client should decide to hire you, or refer you to another office for employment, it is your responsibility to inform us.
- You are not to divulge information that you receive from CVDP or from any temporary or permanent placement.
- All dentist names, job postings, personal, financial or other affairs of the dental office are to be treated by the REGISTRANT in the strictest confidence and will not be divulged to any other persons, friends, colleagues or other dental offices. Please do not discuss
- Privacy notification: Your personal information is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA). This information will be used to register you with our company, Central Valley Dental Personnel Ltd, for general administration. Your information is kept confidential and is not shared without your permission. Questions about the collection of this information may be directed to the owner, Jennifer Parker, at (604) 853-5754, or centraldental@gmail.com.

As a representative of Central Valley we ask you to respect our devotion and hard work by utilizing your healthcare skills and knowledge with the utmost professionalism. Please tell your friends and colleagues about us.