

# Central Valley Dental Personnel Ltd

## Policy & Procedure

### *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 in a reasonable length of time (24 hrs if possible), even if you are not accepting the assignment.
- ◆ Mandatory for all Rdh's and CDA's to wear uniform or lab coat.
- ◆ Be prompt for assignments (*a minimum of 15 minutes prior to commencing work is recommended and is NOT to be charged to office*).
- ◆ If upon having accepted an assignment you find that you are unable to work, YOU MUST give us 24 hours notice of cancellation.
- ◆ You are paid directly by the dentist, therefore make sure to keep a time sheet and submit at the end of your assignment. Include **address (only)** for mailing or make pick up arrangements.
- ◆ It is our responsibility to inform you that if taxes are not withheld from your earnings, while on assignment, from the doctor with whom you were working, that you are responsible for keeping accurate records, and reporting your wages for year end filing of income taxes.
- ◆ Notify us if your employment situation or availability should change.
- ◆ In the event of any dispute while on assignment, please notify us immediately.
- ◆ Please leave workstation clean & restocked.
- ◆ Do not book directly with offices that we have introduced you to; all bookings must be done through us at CVDP.

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

**Policies:**

- ◆ Do Not give our clients your telephone number; 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.

***Your Commitment to us***

*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.*

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**35295 McKinley Drive, Abbotsford, B.C. V3G 1J9**  
**Tel: (604) 853-5754 Fax: (604) 853-5514 Email: CentralDental@gmail.com**