

**Dental Temps, LLC**

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**Agency-Temp Contract**

I. Dental Temps, LLC will try with every effort to temporarily or permanently place hygienists and assistants at various dental offices and settings. It is our practice to place temps according to their requests and specifications. We are not in any way responsible for providing permanent placement.

- There is no fee to sign up with the temp agency.
- There is no penalty to sign up with another temp agency.

**HYGIENISTS**

- Hygienists confirm that their licensure is current and will be kept current while under contract with Dental Temps, LLC. A copy of the license will be provided to the agency. It is recommended that every hygienist be certified in CPR and keep current with continuing education courses. It is required for a hygienist to purchase malpractice insurance and submit a current copy of the insurance to the temp agency. If a hygienist is certified in local anesthesia in the state they are temping they will need to provide a copy of their LA certificate. For those interested in permanent placement a resume needs to be submitted for our files.

**ASSISTANTS**

- Assistants confirm that they are certified by DANB in Radiation Health Safety and will provide a copy of the certificate to the agency. It is recommended that every assistant be certified in CPR and keep current with continuing education courses.
- II. Dental Temps, LLC is not responsible for any injuries that occur while being assigned by the agency. The temp acknowledges this and waives the agency of any responsibility of dangers and risks the job may have. Dental Temps, LLC is waived of any liability from risks and injuries, medical expenses, damages, time lost, and/or attorney's fees. The temp certifies they are competent in their job and hold the necessary licensure/certification to perform their duties and assume all responsibility for work performed.
- III. Dental Temps, LLC is not responsible to file tax forms for any temp. It is the responsibility of the temp to report any fees that they collected while

being placed by the agency. The temp should complete the appropriate tax forms at each dental office and have the appropriate withholding fees deducted. Dental Temps, LLC is not responsible for withholding federal, state, medicare, worker's compensation or unemployment. Dental Temps, LLC is not the "temps" employer and the "temp" is not an employee of the agency.

- IV. Dental Temps, LLC does not provide payment to the temp. The dentist will pay the temp directly for services rendered. It is the responsibility of the temp to advise the dentist to withhold taxes. It is Dental Temps, LLC recommendation that the temp withhold taxes at each site.
- V. The Agreement/Contract will renew itself every month. If the temp wishes to cancel the agreement a written notification must be sent and dated giving a 2-week notice. If a temp wishes to reduce his/her days or limit or take a leave of absence he/she will provide the agency with a written letter.
- VI. If a temp has been placed in a dental office by Dental Temps, LLC within the last six months the temp cannot take permanent placement unless they go through our agency. It is the responsibility of the temp and the office to contact our agency to discuss permanent hiring and buy out fees. If a temp is placed in an office for permanent placement by our agency the temp will undergo a two week "trial hire" period. If during this "trial hire" period the dentist or temp decides they do not want permanent employment neither party is penalized. The temp is allowed to apply for permanent positions that the agency has not placed them in without penalty. Dental Temps, LLC reserves the right to cancel the temps contract at any time without notification.
- VII. A temp who is permanently employed at the time of signing this contract is in no way obligated to inform Dental Temps, LLC of any scheduling changes at their current office. However, once this contract is signed the temp is responsible to schedule temporary employment through this agency. If an office that a temp has previously worked in, through the placement of Dental Temps, LLC, contacts the "temp" directly for scheduling the temp is required to tell the office to contact the agency directly to schedule. The exception is if it is an office that Dental Temps, LLC has not placed you in. A temp may, at any time, sign up with another agency as well as Dental Temps, LLC with no penalty.

Temps Name \_\_\_\_\_ Date \_\_\_\_\_

Temps Signature \_\_\_\_\_ **Hygienist, Assistant or Front Desk**