

## **Dental Temps, LLC**

189 Fitch Hill Road  
Uncasville, CT 06382  
Main (860) 367-0843 / (860) 887-1506  
Fax (860) 367-0844 / (860) 887-3657  
Website: [www.dentaltempssl.com](http://www.dentaltempssl.com)  
Email: [dentaltemps@snet.net](mailto:dentaltemps@snet.net)

### **Dear Temporaries,**

Here is a guideline that may help you in your performance while working as a temp for this agency. Please contact our agency with any questions after reviewing this letter.

### **Documents Required to Begin Temping:**

1. Signed Contract
2. Availability Form (Completed in full with email address)
3. Copy of DH License or DANB Certificate and Radiation Safety
4. Copy of Malpractice Insurance (Hygienists only)
5. Copy of LA Certificate if applicable (Hygienists only)
6. Resume ( For those who are looking for a permanent position)

### **Professionalism:**

1. Arrive on time and at least 15 min. early to get settled in.
2. Dress professional. No nail polish, flashy jewelry, big hair, etc.
3. Maintain a professional manner.
4. Complete your assignment or contact the agency immediately if there is a problem.

### **Inclement Weather/Emergencies/Etc.**

If any emergency/illness should arise which enables you from being at work at your scheduled time please notify the dental office in which you were to work at as well as Dental Temps, LLC at the main phone number (860) 367-0843. In the event of an emergency or illness do not use email as a means of contacting our agency.

### **Payment and Taxes**

The dental office in which you temp at will be responsible to pay you directly. It is your responsibility as a temp to determine how much tax you would like withheld. Dental Temps, LLC recommends that you have the dentists deduct taxes from your pay, as you may not be considered an independent contractor at the end of the year. Dental Temps, LLC recommends that you keep track of your days, hours and time worked on a separate calendar as working in various offices makes it difficult to maintain records of worked days and locations. Again, you are not an employee of Dental Temps, LLC so it is your responsibility to keep track of all your paperwork to assist you for end of the year taxes. We recommend to the dentist that they pay you by the time their next payroll goes through. This may take three weeks form the date you temped till you receive your check if the office is on a bimonthly payroll. Please allow three weeks to receive your pay prior to contacting Dental Temps, LLC or the office you temped in. If you have not received payment within this time period please contact Dental Temps, LLC so that we can ensure prompt payment. Dental Temps, LLC is not required to pay any temp at anytime. It is the responsibility of the dentist to provide payment for services rendered. The agency will assist you if there is a problem with payment however, the agency will not provide payment in the event that the dentist does not pay.

Please visit our website at [www.dentaltempssl.com](http://www.dentaltempssl.com) to retrieve more information regarding how our agency works and to review any current job postings.

Thank you in advance for using Dental Temps, LLC. We are a professional business and appreciate your respect and abiding by the standards we set. We hope your time spent working with us is a good experience and we continue to work together for a very long time. We value your hard work and appreciate your flexibility with this profession.

**Thanks again,**

Brandie D. Fergione, RDH, BS, Owner

Christie Owen, Owner