

Assistance On Call, Inc.

The Dental Staffing Company



Filling the temporary and
permanent needs in your office

860 Tabor St., Suite 203

Lakewood, CO 80401

O: 303.989.8011

F: 303.989.0946

www.dentalemploymenthelp.com



Doctor's Name _____
(Client)

AOC Employee _____

1. Return BLUE copy to AOC
2. Keep YELLOW copy
3. Leave WHITE copy with Office

Date hours called in _____
(Hours must be called in by Friday)

TERMS OF AGREEMENT BETWEEN ASSISTANCE ON CALL, INC. (AOC), DOCTOR (CLIENT) UTILIZING EMPLOYER (UE), FOR TEMPORARY PLACEMENT OF AOC'S EMPLOYEES (EE) AND FINDER'S FEE FOR TEMPORARY TO PERMANENT PLACEMENT OF AOC'S EMPLOYEES (EE)

1. This document is a contract between AOC and UE. UE represents that the individual who signs this document is fully authorized to enter into this contract on behalf of UE and has full authority to bind UE to all of its terms.
2. Individuals serving temporary assignments (EE) are employees of AOC and are paid by AOC at AOC's hourly rate. AOC shall withhold from EE's wages in compliance with state and federal law and pay all required payroll taxes and worker's compensation as required by all applicable state and federal law.
3. UE is responsible to pay AOC the hourly rate for the number of hours worked by EE. By signing this document, UE acknowledges and certifies that EE worked the number of hours reflected on this document and that the EE's work was performed to the full satisfaction of UE.
4. UE is responsible to pay for all scheduled hours UNLESS CANCELLED MORE THAN TWENTY-FOUR (24) HOURS IN ADVANCE OF THE START OF THE ASSIGNMENT.
5. The UE agrees to maintain clean and sanitary working conditions, to supervise and control AOC's EE at the job site, and to limit EE's duties to those he/she is legally qualified to perform. AOC is not liable for acts or omissions made or committed by EE while EE is working with UE under the terms of this contract. In no event shall AOC ever be liable to UE for any amounts in excess of the contract amount for the EE for the day on which the act or omission was made by EE.
6. According to OSHA Act 1910, 1030 (3) (iv), the UE is responsible for providing necessary and appropriate Personal Protective Equipment and sanitizing of said equipment for all temporary EE's assigned to his/her office. UE understands that according to OSHA Act 1910, 1030 (3) (iv), the cost cannot be passed on to the EE or AOC.

DATE	IN	OUT	IN	OUT	Initial

It is agreed that the hours stated above are accurate and the work completed by AOC's employee was performed to my satisfaction. I have read the back of the last page and I agree to the terms and conditions listed.

Doctor's Signature _____

Print name and date _____ Date _____

7. AOC will bill UE for the work performed by EE pursuant to this contract. Payment is due upon receipt of statement. If payment is not received within 30 days, a \$25.00/month rebilling charge OR interest at the rate of 1.5% per month (18% per annum), WHICHEVER IS GREATER, shall continue to accrue until all principal and interest are fully paid.
8. In the event that UE offers full or part time employment to an EE within 18 months of EE's most recent assignment at UE's office, UE shall pay AOC a finder's fee. The finder's fee shall be 10% of the EE's estimated offered gross annual salary with UE. In agreeing to the amount of this finder's fee, UE acknowledges that AOC has incurred substantial recruitment, screening, administrative and marketing costs and expenses with respect to its EE, that UE has directly received the benefit of AOC's efforts in this regard and that the finder's fee represents fair and reasonable compensation to AOC for its services in providing an EE available for full or part time employment. The finder's fee shall be due to AOC upon EE's first day of work with UE as its employer. Payment is due upon receipt of statement. If payment is not received within 30 days, a \$25.00/month rebilling charge OR interest at the rate of 1.5% per month (18% per annum), WHICHEVER IS GREATER, shall continue to accrue until all principal and interest are fully paid. In the event that AOC and UE are unable to reach an agreement regarding such a fee UE agrees to pay AOC \$40/day till such agreement is made OR EE will continue to be on AOC's payroll.
9. AOC reserves the right to suspend service for any scheduled services for any reasonable cause, including any violation by UE of any of the terms of this contract.
10. In addition to interest for untimely payment as defined by ¶s 7 & 8, UE is liable to pay all of AOC's attorneys fees and other professional fees and costs incurred in enforcing the terms of this contract, regardless of whether an action is commenced in a court of law.
11. UE acknowledges that AOC is an equal opportunity employer, and agrees that UE and its agents and employees will not harass, discriminate against or retaliate against any temporary EE because of his/her race, origin, age, sex, disability, marital status, sexual orientation, religion, or any other category protected by law, nor shall the UE cause or request AOC to engage in any such discrimination.