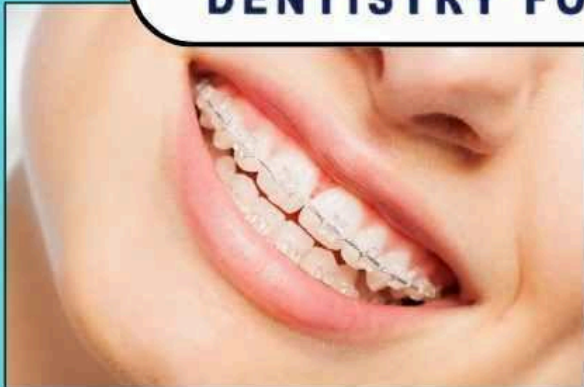


DELUXE DENTAL

DENTISTRY FOR **KIDS** & ADULTS



BOOK OF KNOWLEDGE

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WELCOME TO DELUXE DENTAL

What is expected as a Deluxe Dental Employee

- Clock in Punches
- Know of HIPPA, OSHA, escape plan other paperwork in breakroom
- No Cell Phones

What is expected as a Deluxe Dental Employee

1. Clock in

- Clock in/out must be done on OpenDental.
- Clock in time is to be followed, if you're not scheduled to be in until 9, you cannot clock in early unless asked to do so by management.
- BE ON TIME, issues with being late are at an all-time high, we have a 10-minute grace period of being late, anything later will result in a write up. Same goes for clocking out, you do not leave UNTIL the job is done. Does not matter what time you are scheduled until; you don't leave until EVERYTHING is complete.
- Over time is to be approved by management, if you notice you are close to overtime, please say something as if it is not approved it will result in a write up
- If you leave the office for any reason, you should be CLOCKED OUT, NO exceptions unless told otherwise

2. HIPPA, OSHA, escape plan other paperwork in breakroom

- Our office has ALL needed documents above posted in our breakroom.

3. NO CELL PHONES

- After clocking in your phone is to not be touched, if you have to give your people our office phone number to contact you, use of phone will result in a write up.