

Important Information for Temporary Auxiliaries of KDM:

1. Once an auxiliary is confirmed the agency will place the confirmation in the system.
2. The auxiliary cannot cancel that assignment without speaking to a KDM agency representative. **Please remember: deleting your availability from your calendar does not delete your booking.**
3. No assignments will be confirmed by KDM without speaking to the Auxiliary first.
4. KDM, the dental practice, and the Auxiliary will agree on the hourly rate prior to commencing the job.
5. KDM expects, provided reasonable time is issued, Auxiliaries to arrive 15 minutes prior to patient start time as a courtesy to the dental practice.
6. All Auxiliaries are paid directly from the practice in which they are assigned.
7. Lunch breaks are generally unpaid. Billing commences from the start of patient time to the completion of the day.
8. Payment to Auxiliary is set on the normal payday of the practice.
9. **Auxiliaries are expected to inform the agency of any assignments offered to them for which KDM has made the initial introduction.**
10. Should the Auxiliary not be able to attend an assignment which has been confirmed, please call the agency to cancel. After hours emergency pager numbers are as follows:
Monday to Friday 6:00am to 8:00am and Saturdays 7:00am to 10:00am 403-569-6144
Monday to Friday 4:00pm to 8:00pm and Sundays 4:00pm to 8:00pm 403-569-6155
Please remember to enter a telephone number on the pager so we may return your call.