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Introduction

Welcome to Valley Oral Surgery!

We are pleased that you have joined our organization. As you begin your employment, we want you to know how important our employees’ contribution is to the Practice’s mission – to offer our patients the highest quality oral and maxillofacial services.

This Employee Handbook has been prepared to give you general information about the work environment, and some of the benefits, rules, and policies under which we operate. It provides guidelines for your employment experience with us in an effort to foster a safe and healthy working environment. This Handbook applies to all employees and is periodically updated. From time to time, you may receive updated information concerning changes in policy and benefits. For any questions, please contact your Practice Administrator.

It is your responsibility to read this Handbook carefully, be familiar with its contents, and keep it handy for future reference.

This Handbook supersedes all previous employee handbooks, memoranda, emails, or other communication dealing with this subject matter. Valley Oral Surgery reserves the right to amend, suspend, terminate, deviate from, add to, or supersede any practice, policy, plan, program, or procedure at any time with or without notice.

If you have any questions or need additional information about a particular topic, please see your Administrator.
Employment-At-Will Disclaimer

This Employee Handbook does not create an employment contract between the Practice and its employees. You are an at-will employee. Your at-will status means both you and Valley Oral Surgery may terminate the employment relationship at any time, with or without cause and advance notice. Statements in this Employee Handbook or in any other Valley Oral Surgery publication are not to be construed as affecting or modifying in any way the at-will status of Valley Oral Surgery employees.

No statement, written or oral, or other communication establishing employment for a specific period or under particular terms or conditions, or otherwise altering the at-will status of a Valley Oral Surgery employee, will be enforceable unless it is in writing signed by the Surgeon Partners or Practice Administrator unless otherwise required by state or federal law.

Valley Oral Surgery may change its policies and procedures and any provision of this employee handbook, at any time without advance notice.
Valley Oral Surgery History, Mission, & Goals

Welcome to the Practice! Since our founding in 1983 as a two-surgeon practice, we have grown to include five surgeons, multiple locations, and twenty-plus support staff. The mission of the practice is to provide high quality oral maxillofacial services to our patients. Our vision is to exemplify the best in oral surgery practice by promoting the best health care and treatments of our patients. Our values are to treat patients and employee with the highest ethical standards.

Our code of ethics serves to inform employees and the public about our guidelines for ethical conduct in the delivery of care and service. We have a strong commitment to:

- Informing patients of their rights and respecting these rights;
- Ensuring quality of care as defined by the patient, physician, and outcomes;
- Focusing on prevention and education as well as the treatment of illness or injury; and
- Treating all patients and employees with respect.

Valley Oral Surgery has prepared this Employee Handbook to provide you with an overview of the Organization’s policies, benefits, and rules. The Employee Handbook only highlights policies, practices, and benefits for your personal understanding and cannot be construed as a legal document. The guidelines are not intended to be a substitute for sound management, judgment, and discretion.

It is our belief that we must all work together to make the Valley Oral Surgery a viable, healthy, and successful organization. This is the only way we can provide a satisfactory working environment that promotes genuine concern and respect for others including all employees, our patients, and their families.

Our commitment to the highest quality care has been our focus from day one, and it continues to this day. The Practice has achieved its present position in the community because of the quality of care we provide. We expect to continue to evolve and to expand in the years ahead.
Equal Employment Opportunity

Valley Oral Surgery provides job opportunities, salaries and benefits, promotions, and other conditions of employment without regard to a person’s race, color, gender, age, religion, race, national origin, mental or physical disability or veterans’ status in compliance with federal and state laws and regulations. This section contains a summary description about Valley Oral Surgery’s general equal employment opportunity policies and procedures. It includes description of various types of equal employment coverage including anti-discrimination and anti-harassment policies.

This section includes summary descriptions of Valley Oral Surgery’s general equal employment opportunity policies and procedures on:

- Equal Employment Opportunity
- Anti-discrimination & Anti-harassment Policies

Valley Oral Surgery works diligently to create a supportive work environment that values mutual respect and cooperation. We are committed to providing all employees with a work environment free of discrimination or harassment of any kind.
Equal Employment Opportunity
Valley Oral Surgery provides equal employment opportunity to all employees and applicants without regard to race, color, creed, religion, sex, age, national origin, marital status, physical or mental disability, familial or parental status, genetic information, veteran status, or any other legally protected classification in accordance with applicable federal, state, and local laws. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Anti-Discrimination & Anti-Harassment Policies
Valley Oral Surgery is committed to providing all employees with a work environment free of discrimination or harassment of any kind, including harassment from or to patients, vendors, and visitors. The purpose of this policy statement is to reaffirm our commitment to safe working conditions and to provide a discrimination- and harassment-free work environment for all employees.

Valley Oral Surgery seeks to comply with all anti-discrimination laws, regulations, and executive orders. It is the policy of Valley Oral Surgery not to discriminate against anyone on the basis of race, color, creed, religion, sex, age, national origin, marital status, physical or mental disability, genetic information, veteran status, or any other legally protected classification. It is also the policy of Valley Oral Surgery not to discriminate against those who have an association with a member of a protected class.

Discriminatory conduct or harassment of any kind, whether physical or verbal, committed by employees or third parties is prohibited. Prevention of discriminatory activities must be practiced at all times, especially by supervisors. In those cases where discrimination or harassment has occurred, disciplinary action up to and including dismissal may be taken.

Valley Oral Surgery strictly prohibits taking reprisal or retaliatory action against any employee because he or she has filed a good faith discrimination or harassment complaint, furnished information or participated in any manner in an investigation. In those cases where reprisal or retaliatory action can be established, disciplinary action up to and including dismissal may be taken. Employees who believe they have been subject to harassment or discrimination should bring such complaints in accordance with the complaint procedure set forth in these policies.
Employment

This section contains a summary description about Valley Oral Surgery’s general employment policies and procedures. It includes description of various kinds of employment status and job classifications, employee development opportunities, evaluating performance and employee recognition and rewards.

This section includes summary descriptions of Valley Oral Surgery’s general employment policies and procedures on:

- Recruitment & Selection
- Certifications & Licenses
- Employee Status, Classifications, and Job Descriptions.
- Employee Development
- Promotion & Transfers
- Employee Communication
- Performance Evaluations
- Outside Employment
- Employment of Relatives & Personal Relationships
- Reemployment of Former Employees
Recruitment & Selection
Valley Oral Surgery strives to fill position vacancies with the best-suited, qualified candidate. Job vacancies will be posted when appropriate. Valley Oral Surgery management makes selection decisions based on candidate qualifications, skills, work history, and overall suitability of the position. Valley Oral Surgery reserves the right to make the final decisions regarding posting and filling positions.

Valley Oral Surgery considers employees to be excellent sources of job candidate referrals and encourages employees to participate in the referring candidates for employment consideration.

Certifications & Licenses
Employees are responsible for renewing their licenses and certifications when necessary and ensuring that the license/certification is kept current.

An employee who fails to present or maintain a valid license or certification as requested will not be allowed to work and will be subject to disciplinary action.

Employee Status, Classifications, & Job Descriptions

Employee status is a designation of a person’s relationship with Valley Oral Surgery. The following defines the employee status.

**Regular Full Time:** Full time employees are those hired to work on a regularly scheduled basis for 32 or more hours per week, subject to the requirements of the department and organization. Regular full time employees are fully eligible for employee benefits as described in this Employee Handbook.

**Regular Part-time:** Part-time employees are those hired to regularly work less than 32 hours per week. Regular part-time employees may be eligible for employee benefits on a pro-rated basis based on their scheduled hours.

**Temporary:** Temporary employees are hired for a limited period of time, either to supplement existing staff members for special projects or to provide replacements for employees who are on leave of absence. Temporary employees will be hired on an hourly basis. Temporary employees are not eligible for employee related benefits.

**Per-Diem Employees:** Per-diem employees are hired to work on a per diem basis for an undetermined time period. There is no guarantee of scheduled hours for persons employed in this status. There are no benefits associated with a per diem position.
Employee classifications are determined by position and based on job responsibility.

**Exempt:** Those employees excluded from the overtime.

**Non-Exempt:** Those positions eligible for overtime pay if more than 40 hours are worked in a workweek. Any employee who does not meet the standards for exempt job classifications are considered non-exempt.

Valley Oral Surgery will maintain complete, comprehensive and current job descriptions that addresses each position, its duties, responsibilities, and reporting procedures. The Practice Administrator will develop and maintain job descriptions. All employees will receive a copy of their respective job description as part of their employment.

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**Employee Development**

All employees are expected to maintain and increase their skills through participation in Valley Oral Surgery’s internal training and development programs, staff meetings, and team conferences. Within the financial ability of Valley Oral Surgery, paid educational leave and conference expenses for outside educational programs that benefit the employee’s job position may be approved by Surgeon Partners and Administration it is sole discretion.

All mandatory training is provided without cost to the employee.

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**Promotions & Transfer**

Valley Oral Surgery encourages its employees to achieve their professional goals by seeking promotions or transfers within the organization.

Employees eligible for promotion or transfer are those in good standing who have been in their current position for a minimum of six months. Though preference will be given to internal job candidates, Valley Oral Surgery is committed to hiring the most qualified candidate for the job. Valley Oral Surgery reserves the right to make final decisions regarding job posting and the filing of positions.

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**Employee Communication**

Periodic staff meetings will be held by the Practice Administrator and/or Surgeon Partners. Valley Oral Surgery will distribute employee memorandums highlighting news and other important information. Valley Oral Surgery distributes information to employees via Fax, email, bulletin boards, and/or on the intranet. For reference, communication binders are located at each location. Communication binders will contain memorandums and staff meeting minutes as well as any other pertinent information.
Performance Evaluations
Valley Oral Surgery evaluates each employee’s performance periodically in an objective and consistent manner. The performance evaluation is based on the job description, productivity goals, experience, training, performance and behavior of the employee during the performance period. The performance evaluation is typically conducted by the Administrator with input from the Surgeons, Clinical Coordinator, Billing Coordinator, Dental Implant Coordinator and employee. The results of a performance evaluation do not guarantee a wage increase as compensation is in the sole discretion of Valley Oral Surgery.

Outside Employment
Employees who are considering or hold jobs outside of Valley Oral Surgery must notify the Administrator. It is the employee’s responsibility to ensure that outside employment does not interfere with their performance at Valley Oral Surgery, does not create a conflict of interest or appearance of such, and does not violate applicable laws.

Reemployment of Former Employees
Former employees of the practice who resign in good standing may apply for rehire at any time and will be considered using the same hiring criteria as other candidates for the position. Newly hired employees are subject to the same eligibility requirements as any new employee in terms of benefits.
Standards & Expectations
This section contains a summary description about the Valley Oral Surgery’s standards and expectations policies and procedures. Employees are required to follow these policies and adhere to accepted professional and business practices of personal conduct, and exhibit a high degree of personal integrity at all times. This Practice requires sincere respect for the rights and feelings of others. We expect that our employees refrain from any behavior that might be harmful to other employee, co-workers, and/or the Practice that might be viewed unfavorably by our patients and our community.

This section includes summary descriptions of the Valley Oral Surgery’s standards and expectations policies and procedures on:

- Attendance & Tardiness
- Work Schedule & Breaks
- Employee Personnel Files
- Employee Privacy
- Code of Conduct
- Dress & Appearance
- Appropriate Internet Use
- Appropriate Use of Mobile Devices
- Acceptable Use of Social Media
- Disciplinary Action
- Employee Complaint Process
- Conflict of Interest
- Gifts & Favors
- Social Activities

Valley Oral Surgery strives to create a culture of excellence in patient care, service to our patients, employees, strategic partners and our community. We foster an environment of excellence and expect that our employees are committed to achieving these same goals.
Attendance & Tardiness

Regular and timely attendance is essential to the business of Employer. As such, regular and timely attendance at work is a mandatory requirement for employment with Employer. If, for any reason, an employee is unable to report to work, he or she must notify his or her immediate supervisor or the Office Manager of the reason necessitating the absence or tardiness at least one (1) hour prior to the scheduled start of their workday or, if that is not possible, as soon as practicable under the circumstances.

Employees who are absent, tardy, or leave early without providing the requisite notification will be subject to disciplinary action up to and including termination. Employees who are absent two (2) consecutive work days without notification to his or her immediate supervisor or the Office Manager will be deemed to have resigned from his or her position with Employee and will be terminated from employment.

Employees are required to report off from work each day or part thereof that they are unable to work due to illness or injury. In the event an employee is aware that an illness or injury will require an absence from work for three (3) or more consecutive days, the employee may request permission from his or her immediate supervisor or the Office Manager not to report off on a daily basis.

Be aware that excessive absences, tardiness, or leaving early may lead to disciplinary action, up to and including termination of employment.

Work Schedule & Breaks

Valley Oral Surgery operates from 8:00am to 5:00pm Monday through Friday except designated holidays. It is the responsibility of all employees to arrive at the workplace on time and be fully prepared to work when their shift starts or after breaks. Work schedules are established and maintained to assure quality patient care, the health of the employee, and the safe and efficient operation of the organization. Valley Oral Surgery recognizes that from time to time employees may need to adjust their work schedule. It is the responsibility of the employee to obtain approval from his/her immediate supervisor for any adjustment. In cases of excessive or unapproved changes to the work schedule, disciplinary action up to and including dismissal will be taken.

Lunch breaks are normally taken between 11:00am and 2:00pm. Employees are expected to take a one-hour unpaid lunch break everyday during these times unless prior approval from an immediate supervisor is obtained. Employees may not consume any food in patient areas including waiting rooms, patient rooms, and operating areas. Employees may not consume food in work areas within patient view. If the employee takes the unpaid lunch period, he or she is not permitted to perform work during the unpaid lunch period.

Valley Oral Surgery encourages employees to take their lunch break during times that will not interrupt services to our patients. For example, if 2 employees are working at the Front Desk, they should stagger their lunch breaks so there is always at least one person at the desk.

Employee Personnel Files

Valley Oral Surgery complies with Pennsylvania’s Personnel Files Inspection Act. As such, complete personnel records are maintained with respect to each employee. The information contained in these personnel files, however, is strictly confidential.
Upon the submission of a written request, employees are permitted to examine the contents of their personnel files. Within a reasonable time after receipt of a request, Valley Oral Surgery will schedule a time, during regular business hours, when the requesting employee may inspect the contents of the personnel file. This inspection must occur during the employee’s free time, not during the employee’s regularly scheduled working hours. Although the inspecting employee may take notes regarding the inspection, the personnel file and its contents may not be photocopied or removed from the place of inspection. Letters of reference and planning materials are not subject to examination.

Employees must notify Valley Oral Surgery of any changes in personal information, including but not limited to, name, address, telephone number, and employee benefit-related information, so that the employee’s personnel file may be appropriately updated.

Employee Privacy

Employees who bring personal property to Valley Oral Surgery are not protected by privacy. Valley Oral Surgery expressly reserves the right to search the contents of any property on Valley Oral Surgery’s premises or any equipment or areas within the practice at any time.

Code of Conduct

Employees should always act in the best interest of Valley Oral Surgery, upholding the highest ethical standards. Employees should avoid any activity that may compromise or appear to compromise these interests or those of Valley Oral Surgery’s patients. All employees are expected to behave in a manner conducive to efficient patient care and the highest level of safety including complying with all safety and health regulations. In cases where an employee violates the Code of Conduct, disciplinary action up to and including dismissal will be taken.

Dress & Appearance

Employees contribute to the Valley Oral Surgery culture and reputation in the way they present themselves. Professional appearance is essential to ensure a positive impression and patient care experience. Appearance that attracts or draws undue attention to the wearer is inappropriate for Valley Oral Surgery. Failure to adhere to proper attire will be considered a performance issue. Employees found to be in violation of the personal appearance policy will be sent home to change. Hourly employees will not be paid for that time off. Exceptions to the Personal Appearance Policy may be given on special occasion by the approval of the Surgeons or Administrator.

Uniforms

Clinical Support Staff:

- Annually, Valley Oral Surgery will supply an inventory of scrub tops, scrub bottoms, and scrub jackets (no personal shirts, sweaters, sweatshirts, or fleece). A plain white/black shirt may be worn underneath the Valley Oral Surgery issued scrub top.
• Appropriate closed-toe footwear must be worn at all times. Valley Oral Surgery will reimburse for one pair of required footwear annually. Annual reimbursement amount is at the discretion of the Practice.

• Additional items may be purchased through payroll deduction up to four (4) pay periods.

Clerical/Billing Support Staff:

• Annually, Valley Oral Surgery will reimburse the purchase of (3) black or khaki dress slacks (no jeans, sweatpants, capri pants, stretch pants or leggings). Annual reimbursement amount is at the discretion of the Practice.

• Valley Oral Surgery will provide logo imprinted (4) oxford shirts with accompanying Valley Oral Surgery logo imprinted (1) sweater (no personal shirts, sweaters, sweatshirts, or fleece). A plain white shirt may be worn underneath the Valley Oral Surgery logo imprinted shirt.

• Appropriate closed-toe footwear (no sneakers, sandals, or flip-flops).

• Additional shirts may be purchased through payroll deduction, not to exceed four (4) pay periods.

Unacceptable Attire

Examples of unacceptable attire in the work environment include, but are not limited to the following:

T-shirts, low-cut/revealing blouses; shorts, jeans, denim, clothing that is faded, stained, ragged, dirty, wrinkled, or ill fitting.

Jewelry and Piercings

Any jewelry worn should be minimal and in good taste. Jewelry should be conducive to a professional and business-like appearance and should not interfere with direct patient care or other on-duty responsibilities. Earrings are limited to two per ear. Nose, lip, and eyebrow jewelry is not permitted. If you work in the clinical setting, jewelry requirements will be more stringent in order to comply with proper infection control practices. Please speak with the Clinical Lead for clarification as to what is acceptable.

Tattoos

Visible tattoos are not permitted. Employees with tattoos on parts of their body that is not coverable with clothing must use a bandage or make-up to cover the tattoo.

Cosmetics

Cosmetics are to be used only in moderation. Heavy perfumes or colognes can be an irritant and distracting to patients and co-workers.

Nails

Fingernails should be neat, clean, and of moderate length. Nail color/art should be subdued.

Hair

Hair must be neat and clean at all times and must not detract from the professional appearance. No extreme/excessive hairstyles, or colors, are suitable. Clinical employees must secure their hair into a ponytail hairstyle when involve in direct patient care.
Appropriate Internet Use
Valley Oral Surgery requires all employees to review and sign the Appropriate Internet Use policy prior to obtaining access to practice-owned computer systems and related equipment. Valley Oral Surgery provides access to the internet to facilitate business activity and communications, research and development, employee education related to job duties, and general medical, business, government, and public affairs information. Computer resources and the internet must be used in a professional, lawful and ethical manner.

Employees should not have personal use of practice-issued desktops, laptops, telephones, printers, faxes, and other office equipment. Management has the right to monitor and determine when an employee is using practice-owned computer systems, internet and related equipment. Employees do not have a personal privacy right or expectation when using practice-issued computers. Employees may not send any email, unless encrypted, containing private, sensitive, or confidential information including, but not limited to, protected health information.

The use of email or any other electronic communication to send offensive, threatening, or otherwise inappropriate information is strictly prohibited and may result in disciplinary action up to and including immediate termination.

Appropriate Use of Mobile Devices
Under certain circumstances, Valley Oral Surgery may allow employees to use their personal mobile devices for work-related purposes with restrictions.

Only employees who have received authorization for work-related purposes may use a mobile device during working hours. Employees who have not received authorization must keep their mobile devices stored and silenced during working hours. Valley Oral Surgery is not liable for personal mobile devices brought into the workplace. Valley Oral Surgery recognizes that in certain circumstances employees may need to use their personal devices during working hours. Employee must obtain approval from their immediate supervisor in these circumstances.

Employees are expected to refrain from using mobile phone while driving on practice business and/or during working hours. Under no circumstances may an employee use a mobile device to capture, store, or transmit confidential or private practice data, including patient protected health information. The use of cameras in the workplace is strictly prohibited. Personal devices with a camera function should not be used or visible in the workplace.

Acceptable Use of Social Media
Valley Oral Surgery prohibits all employees from using practice resources to connect to social networking sites such as Facebook and Twitter, bulletin board messaging, and chat rooms except for authorized work-related purposes.

Employees who engage in the use of social media may only do so outside of working hours. Employees who use social media are prohibited from releasing or posting protected health information, making false statements, and making unauthorized statement on behalf of Valley Oral Surgery.
Disciplinary Action

Employees will be subject to discipline for failure to adequately perform work duties and/or for violation of any Valley Oral Surgery’s policies or procedures. Such discipline may be in the form of a verbal warning, written warning, suspension without pay, or immediate discharge. The determination of appropriate disciplinary action shall be in the sole discretion of Valley Oral Surgery, based upon the specific facts and circumstances involved.

Examples of infractions that may result in disciplinary action include, but are not limited to, the following:

a. Unauthorized or excessive absence, tardiness or leaving work early;
b. Unprofessional conduct or obscene, abusive or disruptive language or behavior;
c. Lack of attention to job responsibilities or refusing to perform work as directed;
d. Unauthorized use of office equipment or materials;
e. Falsification of documents and/or records, such as employment applications, personnel documents or time-keeping records;
f. Divulging or discussing confidential information;
g. Unsatisfactory performance of job duties;
h. Theft of property;
i. Reporting to work under the influence of alcohol, illegal drugs or other controlled substances, or possessing, using, distributing or selling such substances in the workplace;
j. Insubordination or other disrespectful conduct; or
k. Harassment or other unlawful or unwelcome conduct.

NOTE: This list is not comprehensive or all-inclusive and does not limit, in any way, Valley Oral Surgery’s right to terminate employment at any time, with or without cause.

Employee Complaint Process

Employees who have a good faith belief that they have witnessed, observed, or have been victim to any discrimination or harassment, have an affirmative obligation to report the incident(s) to your immediate supervisor, the Practice Administrator, or one of the Surgeon Partners. Employees are encouraged to bring forward any concerns or complaints they may have regarding work-related conditions or problems. Additionally, employees who have a good-faith concern about a violation of a policy or law should report the concern. All concerns should be reported to the employee’s immediate supervisor or the Practice Administrator. If the immediate supervisor is involved in the complaint or the employee is not comfortable in reporting to this person, employees should report the incident(s) to the Practice Administrator. If the Practice Administrator or other executive management is involved, employees may report the incident(s) or concern to one of the Surgeon Partners.

The Practice will promptly and reasonably investigate all employee complaints and concerns. Valley Oral Surgery will make all reasonable efforts to keep any investigation as confidential as possible. Valley Oral Surgery prohibits any employee from retaliating against any individual who makes a compliant. Any employee who retaliates will be subject to disciplinary action up to and including dismissal.
Conflict of Interest
A conflict of interest is a situation whereby an employee’s outside activities could negatively affect Valley Oral Surgery. Employees should avoid engaging in any outside activity or financial interest that would create an actual or perceived conflict of interest with the performance of their job duties. Employees should not benefit from activities that would improperly influence the conduct of their practice duties. Employees should not knowingly use Valley Oral Surgery property, funds, position, or power for personal or political gain.

Employees are required to immediately disclose any conflict of interest or any situation appearing to be conflict of interest to their immediate supervisor and the Practice Administrator.

Gifts & Favors
Employees may not accept gratuities, gifts, or tips from patients, patients’ families or vendors. Solicitation from a patient, a patient’s family, and vendors by an employee of money, gifts, loans, etc. are not permitted.

Employees are prohibited from performing services for patients under contract or from otherwise benefiting from the services provided to the patient.

Social Activities
All employees are required to obey federal, state, and local laws regarding the possession and use of alcohol, marijuana, and other drugs whether legal or illegal. At any Valley Oral Surgery sponsored event where alcoholic beverages are served, employees are personally responsible for monitoring their own consumption and for using a taxi, public transportation, or a designated driver.
Health, Safety, & Security

This section contains a summary description about the Valley Oral Surgery’s health, safety, and security policies and procedures. Employees are required to follow these policies, keep their work area neat and clean, and observe safety practices. This section highlights key health, safety, and security policies and procedures including our safety policy, security, emergencies, accidents and work-related injury or illness, Identification badges and inclement weather provisions essential to the Practice’s operations. Ensure to include all group safety and security provisions in this section of your Employee Handbook.

This section includes summary descriptions of The Practice’s health, safety, and security policies and procedures on:

- Fitness for Duty
- Safety Policy
- Accidents & Work-Related Injury or Illness
- Infectious Disease & Bloodborne Pathogens Policy
- Smoking
- Drug-Free Workplace
- Possession of Weapons & Firearms
- Patent-Protected Health Information & Confidentiality
- Computer & Equipment Usage
- Visitors In the Workplace
- Fire Prevention
- Identification/Radiology Badges
- Inclement Weather

It is Valley Oral Surgery’s goal to maintain a safe, healthy, clean, secure and effective work environment for employees and patients, and visitors. To achieve this goal, the Practice has established safety policy and procedures to promote safety, health, and productivity of all our employees.
Fitness for Duty
All employees, regardless of tenure, may be required to undergo additional physical exams during the course of employment. All exams will be conducted during a mutually convenient time designated by Valley Oral Surgery and at Valley Oral Surgery’s expense.

Safety Policy
Valley Oral Surgery is committed to providing a safe, clean, and healthy workplace. Valley Oral Surgery complies with all applicable safety and health laws. Employees are expected to comply with safety and health requirements, whether established by management or by federal, state, or local laws. Employees who violate the safety and health policy may be subject to disciplinary action up to and including dismissal.

Accidents & Work-Related Injury or Illness
Any on-the-job injury must be brought to the employee’s supervisor’s attention immediately. Employees are also required to report any work-related illnesses or injury immediately. If you are injured at work, you are required to complete and submit an accident report to your supervisor within 24 hours and cooperate with Valley Oral Surgery in its investigation. A failure to complete appropriate paperwork or cooperate could lead to disciplinary action up to and including termination.

Infectious Disease & Bloodborne Pathogens Policy
Employees are required to comply with all health and safety regulations regarding infectious diseases and bloodborne pathogens.

Smoking
In keeping with Valley Oral Surgery’s commitment to provide a safe and healthy workplace, smoking including tobacco, e-cigarettes and similar devices, and marijuana, is strictly prohibited in all Valley Oral Surgery facilities and property. This policy applies to employees, patients, patient’s families, visitors, and vendors.

Drug-Free Workplace
The use, possession, sale, or distribution of non-medically prescribed controlled substances including alcohol and marijuana, on Valley Oral Surgery premises (including parking lots and recreational areas) or in any work environment (including patient areas) during work hours and meal break is strictly prohibited. Valley Oral Surgery will not permit any employee to report to work or perform their duties after having ingested illegal drugs, or while under the influence of alcohol. The presence of any detectable amount of any illegal drug/substance in an employee’s system while performing work responsibilities in a Valley Oral Surgery facility is strictly prohibited.

In addition, Valley Oral Surgery does not permit employees to report to work or perform their duties while under the influence of prescribed medications that adversely affect their ability to safely perform essential job functions. The taking of any medication that causes drowsiness or otherwise affects job safety or performance must be made
known to the employee’s supervisor to determine whether the employee may continue working while taking the medication. Employees may be subject to testing at any time on a random or reasonable suspicion basis. Any employee who refuses to be tested, or violates this policy, may be subject to disciplinary action up to and including dismissal.

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Possession of Weapons & Firearms

Employees, patients, visitors, and vendors, including those with a license to carry a concealed handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto Valley Oral Surgery property or any grounds or buildings where a Valley Oral Surgery sponsored event takes place. To ensure the safety of all persons, employees who observe or suspect a violation of Valley Oral Surgery’s workplace violence policy, are encouraged to immediately report the incident to management.

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Patient Protected Health Information & Confidentiality

Valley Oral Surgery will maintain the confidentiality of protected health information (PHI) and other information that is deemed to be confidential by other laws. Valley Oral Surgery will comply with the Health Insurance Portability and Accountability Act (HIPAA) and the Health Information Technology for Economic and Clinical Health (HITECH) regulations. Violation of this policy is extremely serious and may result in disciplinary action, up to and including dismissal.

Violations of HIPAA are extremely serious and may result in disciplinary action up to and including termination.

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Computer and Equipment Usage

Computers, computer files, email, software, medical equipment, and other computer systems and software furnished to employees are the property of Valley Oral Surgery and are intended for business use only. The Practice’s telephones are to be used to conduct Practice business. Personal long distance telephone calls may not be charged to the Practice. All incoming and outgoing personal telephone calls, whether on the Practice’s telephone systems or on cellular phones, should be kept to a minimum.

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Visitors in the Workplace

Employees may not bring their children to work while on duty, except for special programs such as Bring Your Child to Work Program or any other program approved by Valley Oral Surgery. This is to avoid accidents and to allow employees to perform job duties without interruptions and distractions.
Fire Prevention

Safety is the responsibility of every Valley Oral Surgery employee. Every reasonable precaution is taken to provide a safe environment for employees. Safety rules are for your protection and for the protection of our patients and co-workers. Valley Oral Surgery needs your support and cooperation to maintain a good fire safety program.

To help prevent fires, you should:
- Keep work areas free from unnecessary combustible materials.
- Be especially careful handling flammable materials.
- Know the location of fire pull alarms and emergency exits.
- Stay away from the fire scene if you are not directly involved in removing persons to safety.
- Avoid using the telephone after the fire is reported. All telephone lines must be kept open for emergency calls.
- Above all, be ready and know the special fire procedures in your work area. Know what you should do in the event of a fire.

Identification/Radiology Badges

Valley Oral Surgery identification badge with your name will be issued to you when you begin employment or shortly thereafter. If your identification badge is lost or stolen, you must pay a fee for a replacement. You are required to wear your identification badge in clear view at all times while on duty as well as times when Badges must remain free of stickers or anything else that alters its appearance.

Clinical staff will be issued personal radiology badges to be worn at all times. The badges are used to measure and record radiation exposure due to gamma rays, X-rays and beta particles and must be worn at all times. Monthly testing is mandatory. If your dosimeter badge is lost or stolen, you must pay a fee for a replacement.

Upon termination of employment, you must return your identification and/or radiology badge to your Clinical Coordinator or to the Practice Administrator.

Inclement Weather

In the event of inclement weather, Valley Oral Surgery will be open unless otherwise determined by the managing surgeon(s). Employees are expected to report to work at their scheduled work time, failure to do so will be handled consistent with the policy on absence and tardiness.

- Before the shift: An employee who anticipates difficulty in reporting to work at their normal starting time must contact their Department Lead or Administrator as early as possible. If an employee chooses to remain at home for a full day, he/she will be charged personal time off (PTO), if available, otherwise leave will be unpaid. If an employee is unable to arrive at the start of their shift but arrives at a later time, he or she will be paid for the hours actually worked (hourly employees) and may make up time during the same pay week providing work is available and no overtime is involved.
- During the shift: An employee may request to leave early. The request may be approved by the department leader or Administrator, provided essential services are maintained. If the request is approved, the employee may elect: (1) to use PTO; (2) to make up time during the same pay week, provided work is available and no overtime is involved; (3) to take time without pay.
If Valley Oral Surgery inclement weather day is declared, the office will close at the discretion of the managing surgeon(s). Communication will be made to the Administrator who will then notify Department Leader(s) who, in turn, will contact staff through phone chain. Employees may use PTO, if available; (2) make-up time during the same pay week, provided work is available and no overtime is involved; (3) take time without pay.

In the event of a State or Local declared weather emergency, the office will be closed according to regulatory requirements. Employees may use PTO, if available; (2) make-up time during the same pay week, provided work is available and no overtime is involved; (3) take time without pay.

Under any circumstances, employees are expected to contact their Department Lead or Administrator should they anticipate being late or unable to report to work.
Compensation
This section contains a summary description of Valley Oral Surgery’s compensation policies and procedures. It is designed to help employees better understand how compensation is calculated and administered. Key compensation policies and procedures focused on time periods and paydays, overtime compensation, and payroll deductions are highlighted. Typical questions asked of managers and supervisors in your group are included.

This section includes summary descriptions of Valley Oral Surgery’s compensation policies and procedures on:

- Pay Periods & Paydays
- Distribution of Pay Checks
- Payroll Deductions
- Salary Ranges and Adjustments
- Time Reporting
- Overtime Compensation
- Expense Reimbursement
Pay Periods & Paydays
All Valley Oral Surgery employees are paid bi-weekly with 26 pay periods per year. If a scheduled payday falls on an observed holiday, employees will usually be paid on the last working day preceding the regular payday.

Distribution of Paychecks
Valley Oral Surgery offers all employees the option of having their pay deposited directly into their designated bank accounts.

In the event an employee prefers to pick up his/her paycheck, the Practice Administrator needs to be notified and will deliver and/or mail check as directed by employee. Valley Oral Surgery cannot be responsible if the check is lost in the mail.

If the employee is not scheduled to work on the payday, the employee is permitted to send a representative to Valley Oral Surgery to pick up the check. The employee must inform the Practice Administrator in advance and authorize the Practice Administrator to release the check to the representative in a signed written request.

Payroll Deductions
Valley Oral Surgery will automatically deduct all required deductions, such as federal, state, and local taxes, and all authorized voluntary deductions, such as health insurance contributions from the paycheck. Any deductions from pay will be reflected on the employee's pay stub. Employee should review and report any questions or concerns to Practice Administrator. Payroll vouchers are available through the payroll web portal.

Salary Ranges & Adjustments
A pay range is established for each of the Practice’s positions. Our salary ranges are fair, equitable, and competitive when compared with the ranges established for comparable positions. Valley Oral Surgery’s compensation programs are designed and administered in such a way as to comply with all applicable laws and to provide fair and equitable treatment for all employees. Salary determinations are made by Valley Oral in its sole discretion.

Time Reporting
Qualified non-exempt regular full time and part-time employees must utilize the time and attendance management system to capture daily work hours. It is the responsibility of the employee to maintain an accurate accounting of hours worked and to bring to the attention of the Practice Administrator any errors. All requests for PTO (personal time off) is to be requested through the time management system. Altering, falsifying or tampering with time records will result in disciplinary action, up to and including termination of employment.
Overtime Compensation

All non-exempt Valley Oral Surgery employees are eligible for overtime compensation according to the Fair Standards Labor Act (FLSA). Exempt employees are ineligible for overtime compensation according to the FLSA. Non-exempt employees are paid one and one-half times their ‘regular hourly rate’ for all hours worked in excess of 40 hours in a work week. Holiday, vacation, jury duty, military leave, and sick time hours, etc. cannot be counted as hours worked in computing overtime.

All overtime hours worked must be pre-approved by the employee’s supervisor. Unauthorized overtime is against Valley Oral Surgery policy. Employees who work unauthorized overtime will be paid for the overtime but are subject to disciplinary action up to and including dismissal.

Expense Reimbursement

Expenses incurred by the employees for necessary practice activities are reimbursable, (i.e. travel, attending training or a conference etc.) Pre-approved reasonable travel expenses will be fully reimbursed when an employee is permitted to travel for Valley Oral Surgery related business.

Employee will be responsible for completing and submitting an Expense Report and/or Mileage Report including actual receipts or other appropriate documentation to the Practice Administrator for reimbursement. Valley Oral Surgery will not reimburse employee for alcoholic beverages. Mileage will be reimbursed based on the federal mileage reimbursement rate at the time the travel is completed.

Approved expenses will be reimbursed to employees separate from their normal paycheck.

Paycheck Inaccuracies

Valley Oral Surgery strives to ensure that all employees are paid in accordance with their position and the requirements of the law. Should any employee believe that their paycheck is incorrect, either in the gross amount paid or in any deductions made by the company, he/she should report the problem immediately to his/her supervisor or to the Practice Administrator. This complaint should be in writing and accompanied by a copy of the employee’s paycheck stub.

In accordance with the requirements of the Fair Labor Standards Act, Valley Oral Surgery is committed to the prompt investigation and resolution of any disputes with regard to pay. Accordingly, Valley Oral Surgery will investigate the matter thoroughly, and, if any pay was inappropriately withheld from an employee’s paycheck, it will be reimbursed within fourteen (14) days of the employee’s complaint. Employees may bring questions about their pay to Valley Oral Surgery without the fear of reprisal or retaliation.
Benefits
This section contains a summary description about the Valley Oral Surgery benefit program’s policies and procedures. This section is designed to help employees better understand the range of benefits provided which is an important part of their compensation package. This section highlights key benefit policies and procedures focused on leave time, workers compensation, insurance options, saving plans and retirement.

This section includes summary descriptions of the Valley Oral Surgery benefit policies and procedures on:

- Holidays
- Paid Time Off (PTO)
- Leave of Absence
- Bereavement Leave
- Jury Duty
- Military Duty
- Workers’ Compensation
- Unemployment Compensation Insurance
- Health, Dental, & Vision Insurance
- Life & Disability Insurance
- Retirement Savings Plan
- Continuation of Health Insurance Benefits
- Employee Separation

Valley Oral Surgery provides a comprehensive, competitive, and a cost-effective benefit program to all employees. We regularly review our benefit package based on market comparisons, economic conditions and employee feedback. Annually, each employee receives a benefit update with their annual re-enrollment information.
Holidays

Valley Oral Surgery recognizes and will be closed on the following seven holidays. Employees do not need to report to work and, if eligible, will be paid for these days.

- New Year’s Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Day

Should the above holiday occur on a Saturday, the Practice will consider the preceding Friday as the holiday. If the holiday occurs on Sunday, the Practice will be closed on the following Monday. Part-time employees will receive their regular pay on holidays only if it falls on their normally scheduled workday.

Paid Time Off (PTO)

It is the policy of Valley Oral Surgery to provide its eligible full and part-time employees certain fixed amounts of Paid Time Off (PTO). PTO is defined as all hours identified as vacation, personal days, and sick days, and is expressed as a single number of hours per PTO year. Eligible employees will earn PTO based on position, number of hours scheduled per pay period, and length of employment service. Due to business needs of operation, PTO “block out” dates may be instituted at the discretion of the Surgeons. Communication of “block out” days will be made to the staff by the Administrator. All earned PTO must be used by the end of the calendar year.

All regular full-time and part-time employees (scheduled to work 24 hours or more per week) are eligible for PTO. Per diem and temporary employees, regardless of scheduled hours, are not eligible for Paid Time Off (PTO).

Provision

- PTO is earned on an accrual basis beginning with the first day of employment through the end of the PTO year (December 31).
- PTO may be used immediately upon hire, with Department Lead and/or Administrator approval.
- Employees who are absent the day before or the day after a scheduled PTO and/or a legal holiday may be denied pay for the absence(s).
- PTO requests shall follow Valley Oral Surgery guidelines in the form of an Absence Request Form or through the Time & Attendance system if offered.
- Advance approval from Department Lead/Administrator is required and is based on the ability to meeting scheduling/business needs of operation. PTO may be denied if scheduling does not permit. It is suggested plans not be made until requested PTO is approved.
- PTO must be taken to cover absences from work unless approval has been received from Department Lead/Administrator regarding making up time in the same pay week.
- Pay in lieu of unused PTO is not permitted.
- Carry-over of one (1) PTO day is permitted. PTO day must be used in the first quarter of the carry-over year. Exceptions require the approval of the Administrator.
- Time without pay due to exhaustion of PTO is not permitted and may result in disciplinary action.
- All accrued/unused PTO shall be paid to the employee upon termination from employment.
Leave of Absence

Employees may be granted unpaid personal leave at the sole discretion of Valley Oral Surgery. An employee desiring an unpaid personal leave of absence must submit a written request to Valley Oral Surgery setting forth the specifics of the request (i.e., specific dates, purpose necessitating leave, etc.) and must use all accrued PTO before taking an unpaid leave of absence. The amount of unpaid personal leave granted by Valley Oral Surgery will depend upon the particular facts and circumstances of each request. Absent extraordinary circumstances, however, the maximum amount of unpaid personal leave that will be allowed is three (3) months in any calendar year (January 1 through December 31).

Depending upon the length of the leave, an employee may be required to pay the full cost of his or her health care coverage in order to continue such coverage during the period of the leave. In addition, in the discretion of Valley Oral Surgery, other employee fringe benefits may be suspended or limited due to the duration of the leave. An employee on a leave of absence does not receive holiday pay, or any other pay during the period.

An employee on unpaid personal leave, who engages in other employment or who does not return to work on the date the leave of absence expires, will be deemed by Valley Oral Surgery to have voluntarily resigned from his or her employment as of the date the leave began.

Bereavement Leave

Full and regular part-time employees are eligible for paid bereavement leave. Eligible employees are permitted up to three (3) consecutive days of leave with regular pay in the event of the death of an employee’s spouse, child, parent, brother, sister, or stepchild. One (1) bereavement day is permitted in the event of the death of a parent-in-law, grandparent, grandchild, aunt, uncle, niece, or nephew. Employees may use PTO to attend the funeral of a friend or any other individual as approved by their immediate supervisor. Bereavement leave is not normally paid during a vacation or other type of leave.

Jury Duty

Valley Oral Surgery recognizes that employees must attend jury duty from time to time. Valley Oral Surgery will grant paid court leave to eligible employees when they are summoned to report for jury duty to any federal, state, or municipal court, or when they are subpoenaed to testify as a witness concerning matters arising out of their professional job duties.

When you receive a summons or subpoena, immediately submit it to your supervisors to qualify for approval. After concluding your duty, you must submit a signed statement of service from the clerk of the court or another document showing actual time of attendance.

Military Leave

Valley Oral Surgery grants military leave to eligible employees (except temporary workers) who are required to attend annual military training or are called to active military duty. You may take a paid leave for [14 days] of military training leave. The Practice will pay you the difference between the
military pay and your regular pay. You must submit a written request form to your supervisor along with a copy of your military orders at least two weeks before training begins.

If you are inducted into the U.S. Armed Forces for an extended period, you will be placed on military leave without pay for a period not to exceed five years plus 90 days from the date of discharge. If you wish to return to the Practice after military duty, you must apply within 90 days after discharge and provide a certificate of satisfactory completion of military service. Reemployment will occur in accordance with government veteran rights regulations.

Workers’ Compensation

Employees must report any work-related injuries or illnesses immediately, or by the end of your shift, or within 24 hours to your supervisor and the Practice Administrator for appropriate medical and claims assistance. They will investigate the incident, file reports, and take any necessary corrective action.

Health, Dental, & Vision Insurance

Valley Oral Surgery provides regular full time eligible employees an opportunity to participate in the Practice’s health, dental, and vision plans. Regular full time employees are eligible to apply for coverage for all plans within 7 calendar days from their hire date, within 30 calendar days of a qualifying change of status, or during the annual Open Enrollment usually conducted during the month of December for January enrollment. Coverage will be continued as long as the employee remains on active status and pays the required cost-share premiums.

You may add a dependent to your health and/or dental coverage during the annual open enrollment period, or if you have a change in family status, such as marriage, divorce, or birth or adoption of a child. Notify the Practice Administrator immediately when such a change occurs. Such benefits may be modified in the sole discretion of Valley Oral Surgery.

Please see the Practice Administrator for additional information about our health, dental, and vision plans including premiums and plan options.

Life/Disability Insurance

Voluntary life and disability coverage is available through payroll deduction. Employees interested in receiving information regarding the voluntary coverage should be directed to the Practice Administrator. Such benefits may be modified in the sole discretion of Valley Oral Surgery.
Retirement Savings Plans

Valley Oral Surgery offers an enhanced retirement savings plan in a 401(k) plan to eligible employees. Employees are able to contribute to the plan and designate. Such benefits may be modified in the sole discretion of Valley Oral Surgery.

The current Plan Provisions are:

- Entry Date—the first day of the Plan Year nearest the date on which the Eligibility Requirements are met.
- Eligibility Requirements—Attainment of age twenty-one (21) and the completion of one (1) year of service.
- Employer Contribution—Base on the allocation of an amount determined annually by the Corporation.
- Vested Percentage of Account Balance:
  - Less than 1 year employment—0% vested.
  - 1 but less than 2 years—25% vested.
  - 2 but less than 3 years—50% vested.
  - 3 but less than 4 years—75% vested.
  - 4 years or more—100% vested.
Employee Separation
This section contains a summary description about the Valley Oral Surgery’s employee separation policies and procedures. This section is designed to help employees understand the four types of terminations which are voluntary resignation, retirement, involuntary reduction in workforce, and discharge.

- Resignation
- Retirement
- Discharge
- Reduction in Workforce
- Exit Interview and Procedures

Valley Oral Surgery has established separation policies and procedures to assist employees make a smooth transition. Employees are asked to meet with the Practice Administrator to review our separation procedures and address employee questions.
Resignation

Employment with Valley Oral Surgery is at-will, which means the employee or Valley Oral Surgery is permitted to terminate the employment relationship at any time, for any reason, with or without cause or notice.

Employees are asked to provide Valley Oral Surgery at least 2 weeks advanced notice of their intended date of resignation to their immediate supervisor or Practice Administrator in writing. Coordinators are asked to give at least 4 weeks advanced notice.

Exit Interviews & Procedures

If possible, the Practice Administrator will conduct an exit interview with separating employees before the employee’s last day of work.

Separating employees must return all Valley Oral Surgery property at the time of separation, including identification badges, keys, Valley Oral Surgery provided uniforms, Valley Oral Surgery owned cell phones, Valley Oral Surgery owned computers, etc. Failure to return such items may result in a reduction of the amount of the final paycheck.
Employee Handbook Acknowledgement of Receipt

I have received a copy of the Employee Handbook, which outlines current practices, policies, plans, programs, and procedures of Valley Oral Surgery.

I understand that it is my responsibility to read and become familiar with the information contained in this Handbook and any revisions made to it. I understand that the Handbook is intended as a reference document containing general employment guidelines and does not necessarily represent all guidelines and practices of Valley Oral Surgery. I further understand that the language contained in this Handbook and other guidelines or policy statements of Valley Oral Surgery does not create a contract of employment. I am aware that the information in the Handbook is subject to change from time to time without prior notice, this Handbook and its contents revoke and supersede any and all previous statements on similar subjects, and that Valley Oral Surgery may deviate from the policies in individual circumstances in its discretion.

I understand that my employment is at will, which means that neither I nor Valley Oral Surgery is bound to continue the employment relationship, and that either I or Valley Oral Surgery may end the relationship at any time for any reason without notice. I further understand that nothing in this Handbook modifies the at-will employment relationship between me and Valley Oral Surgery.

I agree, in accepting or continuing employment with Valley Oral Surgery, to abide by its policies, procedures, and practices and understand that failure to comply with Valley Oral Surgery’s policies, procedures, and practices may result in my dismissal.

I understand that this Handbook is Valley Oral Surgery’s property and must be returned upon request by Valley Oral Surgery or separation.

__________________________________________  ____________
Employee Signature  Date

______________________________
Printed Name

Please sign and return to Practice Administrator.