



cosmeticdentistry
of SAN ANTONIO



Employee Benefits Guide 2024

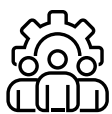


COSMETIC
DENTISTRY OF
SAN ANTONIO

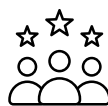


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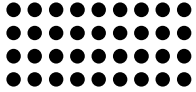


Benefits
package





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Welcome Aboard! We are happy to have you as a team member. The purpose of this presentation is to acquaint you with the many benefits offered at Cosmetic Dentistry of San Antonio (CDSA) and what is needed and wanted from you as a staff member.

Who we are?

We are an elite office mainly offering cosmetic dentistry, Invisalign and general dentistry. Dr. Camacho is the owner and has been practicing for over 40 years and is well known in the city for his expertise. Dr. Pennington comes to us with over 15 years of experience focusing on cosmetic dentistry.

Our Mission Statement

We transform people's lives by helping them achieve Better Health and creating a more Confident Smile.

Our Philosophy

We believe that creating a confident smile for a patient is life-changing for them. Life is composed of and communication people who do not like their smiles do not fully engage in life. Those not fully engaged in life hold themselves back from achieving their dreams.

Patient Experience

Patient experience is paramount in our office as evidenced by well over 850 google reviews maintaining a 5-star rating.



What Is Needed And Wanted From You As A Staff Member:



Be on time and be prepared for the morning meeting. This means reviewing the schedule for the next day before you leave.



Be aware of the entire schedule and not just your column. If you don't have a patient or are waiting on yours, find out if someone else needs help or if a patient needs to be seated (including hygiene). If a doctor is in a room by themselves go in and assist. This is part of being a real team player.



Do not gossip or talk badly about other staff or management.



Be a problem solver. Do not gripe or complain. If something is not ideal, then write it up along with a solution.



Leave your problems at the door when you come in. Smile and be engaged with other staff and patients.



Do everything you can to ensure every patient has a stellar visit.



Take training time seriously with the intention to learn and apply and not to just get through it. Be a competent staff member.



Be a person who can make things go right.



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**We Offer A
Comprehensive Benefits
Package At CDSA.**



Tuesday Morning Training

Almost every Tuesday morning we reserve four hours to train our staff. You are paid for this training. The training addresses making you more competent in your post as well as in life. Competence creates confidence which carries over to your life outside the office.

Paid Time Off (PTO)

Paid time off can be used after six months of employment, subject to approval. Refer to ESI handbook in your portal for how PTO is accumulated.



Paid Holidays

We offer the following paid holidays which start 90 days after your first day of employment.

- ➡ New Year's Day
- ➡ Memorial Day
- ➡ July 4th
- ➡ Labor Day

- ➡ Thanksgiving day and Friday following.
- ➡ Christmas Eve
- ➡ Christmas Day



Health Insurance—you Are Eligible After Sixty Days Of Employment.

CDSA pays 100% of your health insurance premium.

Dental Insurance

We offer in-house dental insurance that works like traditional dental insurance for staff member only. There is also a separate orthodontic benefit. Refer to CDSA Addendum in your ESI portal for details.



401k—you Are Eligible After Six Months Of Employment.

You can elect or not elect to participate in our 401K. We will match what you put in up to 2%. When you are young, retirement seems far off but if you start at age 30 and put about \$38 per paycheck (with employer match up to 2%) into a 401K, by the time you reach 60 you will have over \$182,000. This can amount to about \$1500 extra a month for 10 years when you are in retirement. This could significantly improve the quality of your life in retirement. If you leave our office, you can roll over into another 401K.



The 401k is through Slavic and their site is <https://ww2.slavic401k.com/participant-portal/account/login> for employees





If you have issues accessing your 401K account or have questions regarding their 401k contact Slavic at 1-800-356-3009.




If your ESI portal there is a quick link that will log you into Slavic directly once you set up your account.



Uniform Allowance

-  All technical staff will receive a \$50 a month uniform allowance. This is \$600 a year to purchase uniforms to ensure you look professional and follow our dress code. This is \$25 a paycheck and is a separate line item so you will not be taxed.
-  Administrative Staff will be reimbursed for black blazer, trousers and shoes that meet our dress code.

Bonuses

-  When goals are met, bonuses will be awarded at the management's discretion. You must be employed for six months to be eligible.



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June Camacho, Director Of Human Resources.

