

## **Employment and Compensation**

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# Alabama

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## U.S. Department of Labor Wage and Hour Division Alabama Offices

### Gulf Coast District Office

US Dept. of Labor  
Wage & Hour Division  
The Forum Building, Suite 605  
950 22<sup>nd</sup> Street North  
Birmingham, AL 35203-3711  
Phone: (205) 536-8570  
Kenneth Stripling  
District Director

### Mobile Alabama Area Office

1141 Montlimar Drive  
Paramont Center Building  
Suite 1008  
Mobile, AL 36609  
Phone: (251) 441-5311  
Patricia Chambers  
Assistant District Director

### Montgomery Area Office

4001 Carmichael Road,  
Suite 215  
Montgomery, AL 36106-3603  
Phone: (334) 223-7450  
Yvette Davis  
Assistant District Director

## State of Alabama

Fitzgerald Washington  
Commissioner  
Alabama Department of Labor  
649 Monroe Street  
Montgomery, AL 36131  
Phone: (334) 242-8990  
Fax: (334) 242-3960  
[www.labor.alabama.gov/](http://www.labor.alabama.gov/)

\* Note that both federal and state government labor/workforce offices work on labor and workforce issues. In some states, state law is more protective of employees. In other states, federal law is more protective. In some states, investigations are handled at the federal level while in other states, investigations are handled at the state level. Thus, contacting both federal and state offices is recommended.

## Compensation Issues for Dental Hygienists to Consider

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### **SALARY AND BENEFITS**

- ❖ What is the salary range for the position?
- ❖ Will I be provided a 1099 (contract worker) or W2 (employee)?
- ❖ What are the employee benefits and when is one eligible to receive them?
- ❖ Is health insurance available? Find out what the deductible and coinsurance payments will be. Will the costs associated with the insurance be deducted from the paycheck?
- ❖ Do employees receive paid sick days? Paid meal breaks?
- ❖ Is disability or liability insurance provided?
- ❖ Are retirement or profit sharing plans available?

### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
- ❖ Are there incentives for bringing in new patients or receiving positive performance evaluations?

### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
- ❖ Can vacation time be accumulated and carried forward to the following year?
- ❖ How far in advance must one arrange for vacation?
- ❖ Are there limitations as to when you can take your vacation time?

### **CHANGE IN OFFICE HOURS/REDUCED SCHEDULE**

- ❖ How will you be compensated if your normal work hours conflict with a permanent change in office hours? (i.e. summer schedule, doctor's vacation)
- ❖ How far in advance will you be notified of permanent changes in the office hours?
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- ❖ If part of your compensation is commission-based, will you be asked to provide free care to the doctor's family or friends?
- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
- ❖ Will the employer pay for membership in the dental hygiene profession's professional association, ADHA?

# Alaska

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## **U.S. Department of Labor Wage and Hour Division Alaska Offices**

### **Seattle District Office**

US Dept. of Labor Wage  
& Hour Division  
300 Fifth Avenue, Suite 1130  
Seattle, WA 98104  
Phone: (206) 398-8039  
Jeanette Aranda  
District Director

## **State of Alaska**

Heidi Drygas  
Commissioner  
Department of Labor and Workforce  
Development  
P.O. Box 11149  
Juneau, AK 99811-1149  
Phone: (907) 465-2700  
Fax: (907) 465-2784  
[www.labor.state.AK.us](http://www.labor.state.AK.us)

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## **U.S. Department of Labor Wage and Hour Division Arizona Offices**

### **Phoenix District Office**

US Dept. of Labor  
Wage & Hour Division  
230 N. First Avenue, Suite 402  
Phoenix, AZ 85003-1725  
Phone: (602) 514-7100  
Eric Murray  
District Director

## **State of Arizona**

Karen Axsom  
Director  
Industrial Commission of Arizona  
800 West Washington Street  
Phoenix, AZ 85007  
Phone: (602) 542-4515  
Fax: (602) 542-8097  
[www.azica.gov](http://www.azica.gov)

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## **U.S. Department of Labor Wage and Hour Division Arkansas Offices**

### **Little Rock Arkansas District Office**

U.S. Department of Labor  
Wage and Hour Division  
10810 Executive Center Drive  
Danville Building, Suite 220  
Little Rock, AR 72221  
Phone: 501-221-4600  
Hanz Grunauer  
District Director

## **State of Arkansas**

Leon Jones, Jr.  
Director of Labor  
Arkansas Department of Labor  
10421 West Markham  
Little Rock, AR 72205  
Phone: (501) 682-4541  
Fax: (501) 682-4535  
[www.labor.ar.gov](http://www.labor.ar.gov)  
[asklabor@Arkansas.gov](mailto:asklabor@Arkansas.gov)

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## **U.S. Department of Labor Wage and Hour Division California Offices**

### **Fresno Area Office**

US Dept. of Labor  
Wage & Hour Division  
906 N Street  
Suite 105  
Fresno, CA 93721-2246  
Phone: (559) 487-5317  
Nora Pedraza  
Assistant District Director

### **Los Angeles District Office**

915 Wilshire Blvd., Suite 960  
Los Angeles, CA 90017-3446  
Phone: (213) 894-6375  
Kim Chi Bui  
District Director

### **Sacramento District Office**

2800 Cottage Way, Room W-1836  
Sacramento, CA 95825-1886  
Phone: (916) 978-6123  
Richard E. Newton  
District Director

## **State of California**

Julie Su

State Labor Commissioner  
Division of Labor Standards Enforcement  
and the Office of the Labor Commissioner  
455 Golden Gate Avenue, 9th Fl  
San Francisco, CA 94102-7004  
1-844-522-6734  
Phone: (510) 285-2118  
[www.dir.ca.gov/Contactus.html](http://www.dir.ca.gov/Contactus.html)

**San Diego District Office**

550 Corporate Center  
550 West "C" Street  
Suite 990  
San Diego, CA 92101  
Phone: (619) 557-5110  
Rodolfo Cortez  
District Director

**Orange Area Office**

770 The City Drive South  
Suite 5710  
Orange, CA 92868-4954  
Phone: (714) 621-1650  
Tony Pham  
Assistant District Director

**San Francisco District Office**

90 7th Street, Suite 12-100  
San Francisco, CA 94103-6719  
Phone: (415) 625-7720  
Susana Blanco  
District Director

**San Jose Area Office**

96 North 3rd Street, Suite 400  
San Jose, CA 95112-7709  
Phone: (408) 291-7730  
Michael Eastwood  
Assistant District Director

**West Covina District Office**

100 N. Barranca Street, Suite 850  
West Covina, CA 91791  
Phone: (626) 966-0478  
Daniel A. Pasquil  
District Director

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## **U.S. Department of Labor Wage and Hour Division Colorado Offices Denver Colorado District Office**

US Dept. of Labor  
Wage & Hour Division  
1999 Broadway, Suite 710  
Denver, CO 80202-5712  
Phone: (720) 264-3250  
Chad Frasier  
District Director

## **State of Colorado**

J Ellen Golombek  
Executive Director  
Department of Labor and Employment  
633 17th St., Suite 201  
Denver, CO 80202-3660  
Phone: (303) 318-8441  
Fax: (303) 318-8400  
[www.coloradolaborlaw.gov](http://www.coloradolaborlaw.gov)

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### **SALARY AND BENEFITS**

- ❖ What is the salary range for the position?
- ❖ Will I be provided a 1099 (contract worker) or W2 (employee)?
- ❖ What are the employee benefits and when is one eligible to receive them?
- ❖ Is health insurance available? Find out what the deductible and coinsurance payments will be. Will the costs associated with the insurance be deducted from the paycheck?
- ❖ Do employees receive paid sick days? Paid meal breaks?
- ❖ Is disability or liability insurance provided?
- ❖ Are retirement or profit sharing plans available?

### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
- ❖ Are there incentives for bringing in new patients or receiving positive performance evaluations?

### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
- ❖ Can vacation time be accumulated and carried forward to the following year?
- ❖ How far in advance must one arrange for vacation?
- ❖ Are there limitations as to when you can take your vacation time?

### **CHANGE IN OFFICE HOURS/REDUCED SCHEDULE**

- ❖ How will you be compensated if your normal work hours conflict with a permanent change in office hours? (i.e. summer schedule, doctor's vacation)
- ❖ How far in advance will you be notified of permanent changes in the office hours?
- ❖ How do last minute cancellations affect your schedule and compensation? Will you be asked to "clock-out" if patients fail to show or if there are holes in the schedule? Or paid a lower "administrative" rate?
- ❖ If part of your compensation is commission-based, will you be asked to provide free care to the doctor's family or friends?
- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
- ❖ Will the employer pay for membership in the dental hygiene profession's professional association, ADHA?

# Connecticut

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Additionally, ADHA created this resource document to as a service to its members, given their justified interest in these employment issues. This information is general in nature and should not be viewed as legal advice. To pose specific questions, including exploring whether a specific labor or compensation issue merits a federal or state investigation, please contact the resources below and/or your legal counsel.

## **U.S. Department of Labor Wage and Hour Division Connecticut Offices**

### **Hartford Connecticut District Office**

135 High Street, Room 210  
Hartford, CT 06103-1111  
Phone: (860) 240-4160  
David Gerrain  
District Director

### **New Haven Connecticut Area Office**

150 Court Street  
Room 208  
New Haven, CT 06510  
Phone: (203) 773-2249  
Nancy DiPietro  
Assistant District Director

## **State of Connecticut**

J Ellen Golombek  
Executive Director  
Department of Labor and Employment  
633 17th St., Suite 201  
Denver, CO 80202-3660  
Phone: (303) 318-8441  
Fax: (303) 318-8400  
[www.coloradolaborlaw.gov](http://www.coloradolaborlaw.gov)

\* Note that both federal and state government labor/workforce offices work on labor and workforce issues. In some states, state law is more protective of employees. In other states, federal law is more protective. In some states, investigations are handled at the federal level while in other states, investigations are handled at the state level. Thus, contacting both federal and state offices is recommended.



## Compensation Issues for Dental Hygienists to Consider

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### **SALARY AND BENEFITS**

- ❖ What is the salary range for the position?
- ❖ Will I be provided a 1099 (contract worker) or W2 (employee)?
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- ❖ Is health insurance available? Find out what the deductible and coinsurance payments will be. Will the costs associated with the insurance be deducted from the paycheck?
- ❖ Do employees receive paid sick days? Paid meal breaks?
- ❖ Is disability or liability insurance provided?
- ❖ Are retirement or profit sharing plans available?

### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
- ❖ Are there incentives for bringing in new patients or receiving positive performance evaluations?

### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
- ❖ Can vacation time be accumulated and carried forward to the following year?
- ❖ How far in advance must one arrange for vacation?
- ❖ Are there limitations as to when you can take your vacation time?

### **CHANGE IN OFFICE HOURS/REDUCED SCHEDULE**

- ❖ How will you be compensated if your normal work hours conflict with a permanent change in office hours? (i.e. summer schedule, doctor's vacation)
- ❖ How far in advance will you be notified of permanent changes in the office hours?
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- ❖ If part of your compensation is commission-based, will you be asked to provide free care to the doctor's family or friends?
- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
- ❖ Will the employer pay for membership in the dental hygiene profession's professional association, ADHA?



# District of Columbia

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## **U.S. Department of Labor Wage and Hour Division District of Columbia Offices**

**Baltimore District Office**  
US Department of Labor  
Wage and Hour Division  
2 Hopkins Plaza, Room 601  
Baltimore, MD 21201  
Phone: (410) 962-6211  
Mark Lara  
District Director

## **District of Columbia**

Deborah A. Carroll  
Director  
Department of Employment Services  
4058 Minnesota Ave., NE  
Washington, D.C. 20019  
Phone: (202) 671-1900  
Fax: (202) 673-6993  
[www.DOES.DC.gov](http://www.DOES.DC.gov)

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### **SALARY AND BENEFITS**

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- ❖ Is disability or liability insurance provided?
- ❖ Are retirement or profit sharing plans available?

### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
- ❖ Are there incentives for bringing in new patients or receiving positive performance evaluations?

### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
- ❖ Can vacation time be accumulated and carried forward to the following year?
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- ❖ Are there limitations as to when you can take your vacation time?

### **CHANGE IN OFFICE HOURS/REDUCED SCHEDULE**

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### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
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# Delaware

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## **U.S. Department of Labor Wage and Hour Division Delaware Offices**

### **Philadelphia District Office**

US Dept. of Labor  
Wage & Hour Division  
1617 John F Kennedy Blvd, Suite 1780  
Philadelphia, PA 19103  
Phone: (215) 597-4950  
Jim Cain  
District Director

## **State of Delaware**

John McMahon Jr.  
Secretary of Labor  
Delaware Department of Labor  
4425 N. Market St., 4th FL  
Wilmington, DE 19802  
Phone: (302) 761-8200  
Fax: (302) 761-6621  
[www.Delawareworks.com](http://www.Delawareworks.com)

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### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
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### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
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### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

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## U.S. Department of Labor Wage and Hour Division Florida Offices

### Jacksonville, FL

District Director: Daniel White Community Outreach Resource & Planning Specialist:  
Roy (William) Richardson  
Tel: (904) 366-0317  
richardson.william@dol.gov

### Miami, FL

District Director: Will Garnitz  
Community Outreach Resource & Planning Specialist:  
Harry Turner  
Tel: (305) 270-5593  
turner.harry@dol.gov

### Tampa, FL

District Director: Jim Schmidt Community Outreach Resource & Planning Specialist:  
Lourdes Bahr  
Tel: (813) 636-5105  
bahr.lourdes@dol.gov

## State of Florida

Tom Clendenning, Director  
Division of Workforce Services  
107 East Madison Street  
Tallahassee, FL 32399  
Tel: (850) 245-7105  
Fax: (850) 921-3223  
<http://www.floridajobs.org/>

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### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
- ❖ Are there incentives for bringing in new patients or receiving positive performance evaluations?

### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
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- ❖ Are there limitations as to when you can take your vacation time?

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- ❖ If part of your compensation is commission-based, will you be asked to provide free care to the doctor's family or friends?
- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
- ❖ Will the employer pay for membership in the dental hygiene profession's professional association, ADHA?

# Georgia

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## U.S. Department of Labor Wage and Hour Division Georgia Offices

### Atlanta District Office

61 Forsyth Street, SW, Room 7M10  
Atlanta, GA 30303  
Phone: 678-237-0521  
Eric Williams  
District Director

### Atlanta North Area Office

Harris Tower  
233 Peachtree Street, N.E. Suite 650  
Atlanta, GA 30303  
Phone: (404) 593-1889  
Sung Kim Chu  
Asst. District Director

### Savannah Area Office

124 Barnard Street, Suite B-210  
Savannah, GA 31401-3648  
Phone: (912) 652-4221  
Larry Benjamin  
Asst. District Director

## State of Georgia

Mark Butler  
Commissioner  
Department of Labor  
Sussex Place, Room 600  
148 Andrew Young International Blvd., NE  
Atlanta, GA 30303  
Phone: (404) 232-7300  
Fax: (404) 656-2683  
[www.dol.state.GA.us](http://www.dol.state.GA.us)

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## Compensation Issues for Dental Hygienists to Consider

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### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
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### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
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- ❖ If part of your compensation is commission-based, will you be asked to provide free care to the doctor's family or friends?
- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
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# Hawaii

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## **U.S. Department of Labor Wage and Hour Division Hawaii Offices**

### **Honolulu District Office**

US Dept. of Labor  
Wage & Hour Division  
300 Ala Moana Blvd, Room 7225  
Honolulu, HI 96850  
Phone: (808) 541-1361  
Terrence Trotter  
District Director

## **State of Hawaii**

Linda Chu Takayama  
Director  
Department of Labor & Industrial Relations  
Princess Ruth Ke'elikolani Building  
830 Punchbowl Street, Room 321  
Honolulu, HI 96813  
(808) 586-8844  
Fax: (808) 586-9099  
[www.labor.hawaii.gov](http://www.labor.hawaii.gov)

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## Compensation Issues for Dental Hygienists to Consider

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### **SALARY AND BENEFITS**

- ❖ What is the salary range for the position?
- ❖ Will I be provided a 1099 (contract worker) or W2 (employee)?
- ❖ What are the employee benefits and when is one eligible to receive them?
- ❖ Is health insurance available? Find out what the deductible and coinsurance payments will be. Will the costs associated with the insurance be deducted from the paycheck?
- ❖ Do employees receive paid sick days? Paid meal breaks?
- ❖ Is disability or liability insurance provided?
- ❖ Are retirement or profit sharing plans available?

### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
- ❖ Are there incentives for bringing in new patients or receiving positive performance evaluations?

### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
- ❖ Can vacation time be accumulated and carried forward to the following year?
- ❖ How far in advance must one arrange for vacation?
- ❖ Are there limitations as to when you can take your vacation time?

### **CHANGE IN OFFICE HOURS/REDUCED SCHEDULE**

- ❖ How will you be compensated if your normal work hours conflict with a permanent change in office hours? (i.e. summer schedule, doctor's vacation)
- ❖ How far in advance will you be notified of permanent changes in the office hours?
- ❖ How do last minute cancellations affect your schedule and compensation? Will you be asked to "clock-out" if patients fail to show or if there are holes in the schedule? Or paid a lower "administrative" rate?
- ❖ If part of your compensation is commission-based, will you be asked to provide free care to the doctor's family or friends?
- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
- ❖ Will the employer pay for membership in the dental hygiene profession's professional association, ADHA?

# Idaho

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## **U.S. Department of Labor Wage and Hour Division Idaho Offices**

**Seattle District Office**  
US Dept. of Labor Wage  
& Hour Division  
300 Fifth Avenue, Suite 1130  
Seattle, WA 98104  
Phone: (206) 398-8039  
Jeanette Aranda  
District Director

Portland District Office  
620 SW Main Street  
Room 423  
Portland, OR 97205  
Phone: (503) 326-3057  
Thomas Silva  
District Director

## **State of Idaho**

Kenneth Edmunds  
Director  
Department of Labor  
317 W. Main St.  
Boise, ID 83735-0001  
Phone: (208) 332-3579  
Fax: (208) 334-6430  
[www.labor.Idaho.gov](http://www.labor.Idaho.gov)

\* Note that both federal and state government labor/workforce offices work on labor and workforce issues. In some states, state law is more protective of employees. In other states, federal law is more protective. In some states, investigations are handled at the federal level while in other states, investigations are handled at the state level. Thus, contacting both federal and state offices is recommended.

## Compensation Issues for Dental Hygienists to Consider

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### **SALARY AND BENEFITS**

- ❖ What is the salary range for the position?
- ❖ Will I be provided a 1099 (contract worker) or W2 (employee)?
- ❖ What are the employee benefits and when is one eligible to receive them?
- ❖ Is health insurance available? Find out what the deductible and coinsurance payments will be. Will the costs associated with the insurance be deducted from the paycheck?
- ❖ Do employees receive paid sick days? Paid meal breaks?
- ❖ Is disability or liability insurance provided?
- ❖ Are retirement or profit sharing plans available?

### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
- ❖ Are there incentives for bringing in new patients or receiving positive performance evaluations?

### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
- ❖ Can vacation time be accumulated and carried forward to the following year?
- ❖ How far in advance must one arrange for vacation?
- ❖ Are there limitations as to when you can take your vacation time?

### **CHANGE IN OFFICE HOURS/REDUCED SCHEDULE**

- ❖ How will you be compensated if your normal work hours conflict with a permanent change in office hours? (i.e. summer schedule, doctor's vacation)
- ❖ How far in advance will you be notified of permanent changes in the office hours?
- ❖ How do last minute cancellations affect your schedule and compensation? Will you be asked to "clock-out" if patients fail to show or if there are holes in the schedule? Or paid a lower "administrative" rate?
- ❖ If part of your compensation is commission-based, will you be asked to provide free care to the doctor's family or friends?
- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
- ❖ Will the employer pay for membership in the dental hygiene profession's professional association, ADHA?

# Illinois

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## **U.S. Department of Labor Wage and Hour Division Illinois Offices**

### **Chicago District Office**

230 S. Dearborn Street  
Room 412  
Chicago, IL 60604-1591  
Phone: (312) 789-2950  
Thomas Gauza  
District Director

### **Springfield Area Office**

US Dept. of Labor  
Wage & Hour Division  
3161 W. White Oaks Drive  
Suite 203  
Springfield, Illinois 62704  
Phone: (217) 793-5028  
Lisa Gurski  
Asst. District Director

## **State of Illinois**

Hugo Chaviano  
Director

Department of Labor  
160 N. LaSalle St., 13th FL, Suite C-1300  
Chicago, IL 60601  
(312) 793-2800  
Fax: (312) 793-5257

[www.state.IL.us/agency/idol](http://www.state.IL.us/agency/idol)

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## Compensation Issues for Dental Hygienists to Consider

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### **SALARY AND BENEFITS**

- ❖ What is the salary range for the position?
- ❖ Will I be provided a 1099 (contract worker) or W2 (employee)?
- ❖ What are the employee benefits and when is one eligible to receive them?
- ❖ Is health insurance available? Find out what the deductible and coinsurance payments will be. Will the costs associated with the insurance be deducted from the paycheck?
- ❖ Do employees receive paid sick days? Paid meal breaks?
- ❖ Is disability or liability insurance provided?
- ❖ Are retirement or profit sharing plans available?

### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
- ❖ Are there incentives for bringing in new patients or receiving positive performance evaluations?

### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
- ❖ Can vacation time be accumulated and carried forward to the following year?
- ❖ How far in advance must one arrange for vacation?
- ❖ Are there limitations as to when you can take your vacation time?

### **CHANGE IN OFFICE HOURS/REDUCED SCHEDULE**

- ❖ How will you be compensated if your normal work hours conflict with a permanent change in office hours? (i.e. summer schedule, doctor's vacation)
- ❖ How far in advance will you be notified of permanent changes in the office hours?
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- ❖ If part of your compensation is commission-based, will you be asked to provide free care to the doctor's family or friends?
- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
- ❖ Will the employer pay for membership in the dental hygiene profession's professional association, ADHA?

# Indiana

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## **U.S. Department of Labor Wage and Hour Division Indiana Offices**

### **Indianapolis District Office**

135 North Pennsylvania Street, Suite  
700

Indianapolis, IN 46204

Phone: (317) 226-6801

Patricia Lewis

District Director

### **South Bend Area Office**

2420 Viridian Drive

Suite E

South Bend, IN 46628

Phone: (574) 236-8331

Christopher Mondshein

Asst. District Director

## **State of Indiana**

Sean Keefer

Commissioner

Department of Labor

Indiana Government Center South

402 W. Washington Street

Room W195

Indianapolis, IN 46204

Phone: (317) 232-2655

Fax: (317) 974-2001

[www.in.gov/dol](http://www.in.gov/dol)

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## Compensation Issues for Dental Hygienists to Consider

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- ❖ Do employees receive paid sick days? Paid meal breaks?
- ❖ Is disability or liability insurance provided?
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### **BONUS SYSTEM**

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### **PAID VACATION**

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- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
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# Iowa

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## **U.S. Department of Labor Wage and Hour Division Iowa Offices**

**Des Moines District Office**  
Federal Building  
210 Walnut Street, Room 643  
Des Moines, IA 50309-2407  
Phone: (515) 284-4625  
Randy Luth  
District Director

## **State of Iowa**

Michael Mauro  
Labor Commissioner  
Iowa Labor Services Division  
1000 East Grand Avenue  
Des Moines, IA 50319-0209  
Phone: (515) 242-5870  
(515) 281-7995  
[www.iowadivisionoflabor.gov](http://www.iowadivisionoflabor.gov)

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### **SALARY AND BENEFITS**

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### **BONUS SYSTEM**

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### **PAID VACATION**

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- ❖ If part of your compensation is commission-based, will you be asked to provide free care to the doctor's family or friends?
- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
- ❖ Will the employer pay for membership in the dental hygiene profession's professional association, ADHA?

# Kansas

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## **U.S. Department of Labor Wage and Hour Division Kansas Offices**

### **Kansas City District Office**

Gateway Tower II  
400 State Avenue  
Suite 1010  
Kansas City, KS 66101-2414  
Phone: (913) 551-5721  
Patricia Preston  
District Director

## **State of Kansas**

Lana Gordon  
Secretary  
Department of Labor  
401 S.W. Topeka Blvd.  
Topeka, KS 66603-3182  
Phone: (785) 296-5000  
Fax: (785) 368-6294  
[www.dol.KS.gov](http://www.dol.KS.gov)

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## Compensation Issues for Dental Hygienists to Consider

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### **SALARY AND BENEFITS**

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### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
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### **PAID VACATION**

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- ❖ If part of your compensation is commission-based, will you be asked to provide free care to the doctor's family or friends?
- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
- ❖ Will the employer pay for membership in the dental hygiene profession's professional association, ADHA?

# Kentucky

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## **U.S. Department of Labor Wage and Hour Division Kentucky Offices**

### **Louisville District Office**

Ramono Mazzoli Federal Building  
600 Dr. Martin Luther King Jr. Place  
Room 352  
Louisville, KY 40202  
Phone: (502) 582-5226  
Karen Garnett  
District Director

## **State of Kentucky**

Larry L. Roberts  
Secretary  
Kentucky Labor Cabinet  
1047 U.S. Hwy 127 South, Suite 4  
Frankfort, KY 40601-4381  
Phone: (502) 564-3070  
Fax: (502) 564-5387  
[www.labor.KY.gov](http://www.labor.KY.gov)

\* Note that both federal and state government labor/workforce offices work on labor and workforce issues. In some states, state law is more protective of employees. In other states, federal law is more protective. In some states, investigations are handled at the federal level while in other states, investigations are handled at the state level. Thus, contacting both federal and state offices is recommended.

## Compensation Issues for Dental Hygienists to Consider

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### **SALARY AND BENEFITS**

- ❖ What is the salary range for the position?
- ❖ Will I be provided a 1099 (contract worker) or W2 (employee)?
- ❖ What are the employee benefits and when is one eligible to receive them?
- ❖ Is health insurance available? Find out what the deductible and coinsurance payments will be. Will the costs associated with the insurance be deducted from the paycheck?
- ❖ Do employees receive paid sick days? Paid meal breaks?
- ❖ Is disability or liability insurance provided?
- ❖ Are retirement or profit sharing plans available?

### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
- ❖ Are there incentives for bringing in new patients or receiving positive performance evaluations?

### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
- ❖ Can vacation time be accumulated and carried forward to the following year?
- ❖ How far in advance must one arrange for vacation?
- ❖ Are there limitations as to when you can take your vacation time?

### **CHANGE IN OFFICE HOURS/REDUCED SCHEDULE**

- ❖ How will you be compensated if your normal work hours conflict with a permanent change in office hours? (i.e. summer schedule, doctor's vacation)
- ❖ How far in advance will you be notified of permanent changes in the office hours?
- ❖ How do last minute cancellations affect your schedule and compensation? Will you be asked to "clock-out" if patients fail to show or if there are holes in the schedule? Or paid a lower "administrative" rate?
- ❖ If part of your compensation is commission-based, will you be asked to provide free care to the doctor's family or friends?
- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
- ❖ Will the employer pay for membership in the dental hygiene profession's professional association, ADHA?

# Louisiana

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## **U.S. Department of Labor Wage and Hour Division Louisiana Offices**

### **New Orleans District Office**

F. Edward Hebert Building  
600 South Maestri Place  
Room 615  
New Orleans, LA 70130  
Phone: (504) 589-6171  
Troy Mouton  
District Director

## **State of Louisiana**

Curt Eysink  
Executive Director  
Louisiana Workforce Commission  
P.O. Box 94094  
Baton Rouge, LA 70804-9094  
Phone: (225) 342-3111  
Fax: (225) 342-7960  
[www.ldol.state.la.us/](http://www.ldol.state.la.us/)

\* Note that both federal and state government labor/workforce offices work on labor and workforce issues. In some states, state law is more protective of employees. In other states, federal law is more protective. In some states, investigations are handled at the federal level while in other states, investigations are handled at the state level. Thus, contacting both federal and state offices is recommended.



## Compensation Issues for Dental Hygienists to Consider

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### **SALARY AND BENEFITS**

- ❖ What is the salary range for the position?
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### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
- ❖ Are there incentives for bringing in new patients or receiving positive performance evaluations?

### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
- ❖ Can vacation time be accumulated and carried forward to the following year?
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- ❖ Are there limitations as to when you can take your vacation time?

### **CHANGE IN OFFICE HOURS/REDUCED SCHEDULE**

- ❖ How will you be compensated if your normal work hours conflict with a permanent change in office hours? (i.e. summer schedule, doctor's vacation)
- ❖ How far in advance will you be notified of permanent changes in the office hours?
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- ❖ If part of your compensation is commission-based, will you be asked to provide free care to the doctor's family or friends?
- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
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# Maine

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## **U.S. Department of Labor Wage and Hour Division Maine Offices**

### **Manchester District Office**

1155 Elm Street, Suite 501  
Manchester, NH 03101  
Phone: (603) 666-7716  
Daniel Cronin  
District Director

## **State of Maine**

Jeanne Paquette  
Commissioner  
Department of Labor  
54 State House Station Drive  
Augusta, ME 04333  
Phone: (207) 621-5095  
Fax: (207) 287-5292  
[www.maine.gov/labor](http://www.maine.gov/labor)

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### **BONUS SYSTEM**

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### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
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# Maryland

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## **U.S. Department of Labor Wage and Hour Division Maryland Offices**

### **Baltimore, MD**

District Director: Mark Lara  
Community Outreach Resource &  
Planning Specialist: Maurice Hart  
Tel: (443) 872-0126  
hart.maurice@dol.gov

## **State of Maryland**

Kelly M. Schulz, Secretary  
Department of Labor , Licensing and  
Regulation  
500 N. Calvert Street, Suite 401  
Baltimore, MD 21202  
Tel: (410) 230-6020  
Fax: (410) 333-0853  
<http://www.dllr.state.md.us/>

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## **U.S. Department of Labor Wage and Hour Division Massachusetts Offices**

### **Boston, MA**

District Director: Carlos Matos  
Community Outreach Resource & Planning  
Specialist: Patricia Colarossi  
Tel: (857) 264-4716  
colarossi.patricia@dol.gov

## **State of Massachusetts**

Ronald Walker, II, Secretary  
Executive Office of Labor & Workforce Development  
One Ashburton Place, Rm 2112  
Boston, MA 02108  
Tel: (617) 626-7122  
Fax: (617) 727-1090  
<http://www.mass.gov/lwd/>  
<http://www.mass.gov/portal/>

Cyndi Mark, Chief  
Fair Labor Division, Office of the Attorney General  
One Ashburton Place  
Boston, MA 02108  
Tel: (617) 727-3465  
<http://www.mass.gov/lwd/>  
<http://www.mass.gov/portal/>

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### **BONUS SYSTEM**

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### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
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- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
- ❖ Will the employer pay for membership in the dental hygiene profession's professional association, ADHA?

# Michigan

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## **U.S. Department of Labor Wage and Hour Division Michigan Offices**

### **Detroit, MI**

District Director: Timolin Mitchell  
Community Outreach Resource &  
Planning Specialist: Mildred Kress  
Tel: (313) 309-4526  
kress.mildred@dol.gov

### **Grand Rapids, MI**

District Director: Mary O'Rourke  
Community Outreach Resource &  
Planning Specialist: Vacant  
Tel: (616) 456-2004

## **State of Michigan**

Mike Zimmer, Director  
Department of Licensing and Regulatory  
Affairs (LARA)  
611 W. Ottawa  
Lansing, MI 48909  
Tel: (517) 373-1820  
Fax: (517) 373-2129  
<http://www.michigan.gov/lara>

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### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

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## **U.S. Department of Labor Wage and Hour Division Minnesota Offices**

### **Minneapolis District Office**

Tri-Tech Center, Suite 920  
331 Second Avenue South  
Minneapolis, MN 55401-2233  
Phone: (612) 370-3341

David King  
District Director

## **State of Minnesota**

Ken Peterson  
Commissioner

Department of Labor and Industry  
443 Lafayette Road North  
St. Paul, MN 55155  
Phone: (651) 284-5010  
Fax: (651) 284-5720

[www.dli.mn.gov](http://www.dli.mn.gov)

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### **SALARY AND BENEFITS**

- ❖ What is the salary range for the position?
- ❖ Will I be provided a 1099 (contract worker) or W2 (employee)?
- ❖ What are the employee benefits and when is one eligible to receive them?
- ❖ Is health insurance available? Find out what the deductible and coinsurance payments will be. Will the costs associated with the insurance be deducted from the paycheck?
- ❖ Do employees receive paid sick days? Paid meal breaks?
- ❖ Is disability or liability insurance provided?
- ❖ Are retirement or profit sharing plans available?

### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
- ❖ Are there incentives for bringing in new patients or receiving positive performance evaluations?

### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
- ❖ Can vacation time be accumulated and carried forward to the following year?
- ❖ How far in advance must one arrange for vacation?
- ❖ Are there limitations as to when you can take your vacation time?

### **CHANGE IN OFFICE HOURS/REDUCED SCHEDULE**

- ❖ How will you be compensated if your normal work hours conflict with a permanent change in office hours? (i.e. summer schedule, doctor's vacation)
- ❖ How far in advance will you be notified of permanent changes in the office hours?
- ❖ How do last minute cancellations affect your schedule and compensation? Will you be asked to "clock-out" if patients fail to show or if there are holes in the schedule? Or paid a lower "administrative" rate?
- ❖ If part of your compensation is commission-based, will you be asked to provide free care to the doctor's family or friends?
- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
- ❖ Will the employer pay for membership in the dental hygiene profession's professional association, ADHA?

# Mississippi

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## **U.S. Department of Labor Wage and Hour Division Mississippi Offices**

### **Jackson District Office**

McCoy Federal Building  
100 West Capitol Street  
Ste. 725  
Jackson, MS 39269  
Phone: (601) 965-4347  
Audrey Hall  
District Director

## **State of Mississippi**

Mark Henry  
Executive Director  
Department of Employment Security  
1235 Echelon Parkway  
P.O. Box 1699  
Jackson, MS 39215-1699  
Phone: (601) 321-6000  
Fax: (601) 321-6004  
[www.mdes.MS.gov](http://www.mdes.MS.gov)

\* Note that both federal and state government labor/workforce offices work on labor and workforce issues. In some states, state law is more protective of employees. In other states, federal law is more protective. In some states, investigations are handled at the federal level while in other states, investigations are handled at the state level. Thus, contacting both federal and state offices is recommended.

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### **SALARY AND BENEFITS**

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### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
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### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
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### **CHANGE IN OFFICE HOURS/REDUCED SCHEDULE**

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### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
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# Missouri

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## **U.S. Department of Labor Wage and Hour Division Missouri Offices**

### **St. Louis District Office**

US Dept. of Labor  
Wage & Hour Division  
1222 Spruce Street  
Room 9.102B  
St. Louis, MO 63103-2830  
Phone:  
(314) 539-2706  
Norma Cervi  
District Director

## **State of Missouri**

Ryan McKenna  
Director  
Labor and Industrial Relations Commission  
3315 W. Truman Boulevard  
P.O. Box 504  
421 E. Dunklin  
Jefferson City, MO 65102-0504  
Phone: (573) 751-4091  
Fax: (573) 751-4135  
[www.labor.mo.gov](http://www.labor.mo.gov)

\* Note that both federal and state government labor/workforce offices work on labor and workforce issues. In some states, state law is more protective of employees. In other states, federal law is more protective. In some states, investigations are handled at the federal level while in other states, investigations are handled at the state level. Thus, contacting both federal and state offices is recommended.

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### **BONUS SYSTEM**

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### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
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# Montana

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## **U.S. Department of Labor Wage and Hour Division Montana Offices**

### **Salt Lake City District Office**

Eagle Gate Plaza & Tower  
60 E. South Temple Street  
Suite 575  
Salt Lake City, UT 84111-1016  
Phone: (801) 524-5706  
Joseph Doolin  
District Director

## **State of Montana**

Pam Bucy  
Commissioner  
Department of Labor and Industry  
P.O. Box 1728  
Helena, MT 59624-1728  
Phone: (406) 444-9091  
Fax: (406) 444-1419  
[www.dli.MT.gov](http://www.dli.MT.gov)

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# Nebraska

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## **U.S. Department of Labor Wage and Hour Division Nebraska Offices**

### **Omaha Area Office**

222 S 15th Street, Suite 504A  
Omaha, NE 68102  
Phone: (402) 221-4682  
Richard Tesarek  
Asst. District Director

## **State of Nebraska**

John Albin  
Commissioner  
Department of Labor  
550 South 16th Street  
Box 94600  
Lincoln, NE 68508-4600  
Phone: (402) 471-9000  
Fax: (402) 471-2318  
[www.dol.Nebraska.gov](http://www.dol.Nebraska.gov)

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# Nevada

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## **U.S. Department of Labor Wage and Hour Division Nevada Offices**

### **Las Vegas District Office**

600 Las Vegas Blvd. S., Suite 750  
Las Vegas, NV 89101-6654  
Phone: (702) 388-6001  
Gaspar Montanez  
District Director

## **State of Nevada**

Shannon Chambers  
Commissioner  
Department of Business and Industry  
555 E. Washington Ave., Suite 4100  
Las Vegas, NV 89101-1050  
Phone: (702) 486-2650  
Fax: (702) 486-2660  
[labor.nv.gov](http://labor.nv.gov)

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## **U.S. Department of Labor Wage and Hour Division New Hampshire Offices**

### **Manchester District Office**

1155 Elm Street, Suite 501  
Manchester, NH 03101  
Phone: (603) 666-7716  
Daniel Cronin  
District Director

## **State of New Hampshire**

James W. Craig  
Commissioner  
Department of Labor  
State Office Park South  
95 Pleasant Street  
Concord, NH 03301  
Phone: (603) 271-3176  
Fax: (603) 271-6852  
[www.nh.gov/labor](http://www.nh.gov/labor)

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- ❖ Is disability or liability insurance provided?
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### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
- ❖ Are there incentives for bringing in new patients or receiving positive performance evaluations?

### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
- ❖ Can vacation time be accumulated and carried forward to the following year?
- ❖ How far in advance must one arrange for vacation?
- ❖ Are there limitations as to when you can take your vacation time?

### **CHANGE IN OFFICE HOURS/REDUCED SCHEDULE**

- ❖ How will you be compensated if your normal work hours conflict with a permanent change in office hours? (i.e. summer schedule, doctor's vacation)
- ❖ How far in advance will you be notified of permanent changes in the office hours?
- ❖ How do last minute cancellations affect your schedule and compensation? Will you be asked to "clock-out" if patients fail to show or if there are holes in the schedule? Or paid a lower "administrative" rate?
- ❖ If part of your compensation is commission-based, will you be asked to provide free care to the doctor's family or friends?
- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
- ❖ Will the employer pay for membership in the dental hygiene profession's professional association, ADHA?

# New Jersey

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## **U.S. Department of Labor Wage and Hour Division New Jersey Offices**

### **Northern New Jersey District Office**

200 Sheffield Street, Room 102  
Mountainside, NJ 07092  
Phone: (908) 317-8611  
John Warner  
District Director

### **Southern New Jersey District Office**

3131 Princeton Pike, Bldg. 5, Rm. 216  
Lawrenceville, NJ 08648  
Phone: (609) 538-8310  
Charlene Rachor  
District Director

## **State of New Jersey**

Harold J. Wirths  
Commissioner  
Department of Labor and Workforce  
Development  
#1 John Fitch Plaza, 13th Fl, Suite D  
P.O. Box 110  
Trenton, NJ 08625-0110  
Phone: (609) 659-9045  
Fax: (609) 633-9271  
[lwd.dol.state.nj.us/labor/index.html](http://lwd.dol.state.nj.us/labor/index.html)

\* Note that both federal and state government labor/workforce offices work on labor and workforce issues. In some states, state law is more protective of employees. In other states, federal law is more protective. In some states, investigations are handled at the federal level while in other states, investigations are handled at the state level. Thus, contacting both federal and state offices is recommended.

## Compensation Issues for Dental Hygienists to Consider

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### **SALARY AND BENEFITS**

- ❖ What is the salary range for the position?
- ❖ Will I be provided a 1099 (contract worker) or W2 (employee)?
- ❖ What are the employee benefits and when is one eligible to receive them?
- ❖ Is health insurance available? Find out what the deductible and coinsurance payments will be. Will the costs associated with the insurance be deducted from the paycheck?
- ❖ Do employees receive paid sick days? Paid meal breaks?
- ❖ Is disability or liability insurance provided?
- ❖ Are retirement or profit sharing plans available?

### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
- ❖ Are there incentives for bringing in new patients or receiving positive performance evaluations?

### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
- ❖ Can vacation time be accumulated and carried forward to the following year?
- ❖ How far in advance must one arrange for vacation?
- ❖ Are there limitations as to when you can take your vacation time?

### **CHANGE IN OFFICE HOURS/REDUCED SCHEDULE**

- ❖ How will you be compensated if your normal work hours conflict with a permanent change in office hours? (i.e. summer schedule, doctor's vacation)
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- ❖ How do last minute cancellations affect your schedule and compensation? Will you be asked to "clock-out" if patients fail to show or if there are holes in the schedule? Or paid a lower "administrative" rate?
- ❖ If part of your compensation is commission-based, will you be asked to provide free care to the doctor's family or friends?
- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
- ❖ Will the employer pay for membership in the dental hygiene profession's professional association, ADHA?

# New Mexico

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## **U.S. Department of Labor Wage and Hour Division New Mexico Offices**

### **Albuquerque District Office**

Mailing Address:  
US Dept. of Labor  
Wage and Hour Division  
P.O. Box 907  
Albuquerque, NM 87103-0907

### **Physical Address:**

500 Gold, SW - Suite 12000  
Albuquerque, NM 87102  
Phone: (505) 248-6100  
George Watkins  
District Director

## **State of New Mexico**

Celina Bussey  
Secretary  
Department of Work Force Solutions  
P.O. Box 1928  
401 Broadway, N.E.  
Albuquerque, NM 87102-1928  
Phone: (505) 841-8405  
Fax: (505) 841-8491  
[www.dws.state.nm.us](http://www.dws.state.nm.us)

\* Note that both federal and state government labor/workforce offices work on labor and workforce issues. In some states, state law is more protective of employees. In other states, federal law is more protective. In some states, investigations are handled at the federal level while in other states, investigations are handled at the state level. Thus, contacting both federal and state offices is recommended.

## Compensation Issues for Dental Hygienists to Consider

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### **SALARY AND BENEFITS**

- ❖ What is the salary range for the position?
- ❖ Will I be provided a 1099 (contract worker) or W2 (employee)?
- ❖ What are the employee benefits and when is one eligible to receive them?
- ❖ Is health insurance available? Find out what the deductible and coinsurance payments will be. Will the costs associated with the insurance be deducted from the paycheck?
- ❖ Do employees receive paid sick days? Paid meal breaks?
- ❖ Is disability or liability insurance provided?
- ❖ Are retirement or profit sharing plans available?

### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
- ❖ Are there incentives for bringing in new patients or receiving positive performance evaluations?

### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
- ❖ Can vacation time be accumulated and carried forward to the following year?
- ❖ How far in advance must one arrange for vacation?
- ❖ Are there limitations as to when you can take your vacation time?

### **CHANGE IN OFFICE HOURS/REDUCED SCHEDULE**

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- ❖ If part of your compensation is commission-based, will you be asked to provide free care to the doctor's family or friends?
- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
- ❖ Will the employer pay for membership in the dental hygiene profession's professional association, ADHA?

# New York

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## **U.S. Department of Labor Wage and Hour Division New York Offices**

### **Albany, NY**

District Director: Jay Rosenblum  
Community Outreach Resource & Planning  
Specialist: Shequeila Birdsong  
Tel: (716) 842-3251  
birdsong.shequeila@dol.gov

### **Long Island, NY**

District Director: Irv Miljoner  
Community Outreach Resource & Planning  
Specialist: Nano Bustamante  
Tel: (516) 876-6366  
bustamante.nano@dol.gov

### **New York, NY**

District Director: David An  
Community Outreach Resource & Planning  
Specialist: Sonia Lizan-O'Halloran  
Tel: (646) 587-5325  
lizan-o'halloran.sonia@dol.gov

## **State of New York**

Mario J. Musolino, Acting Commissioner  
Department of Labor  
State Office Bldg., # 12  
W.A. Harriman Campus  
Albany, NY 12240  
Tel: (518) 457-9000  
Fax: (518) 457-6908  
<https://www.labor.ny.gov/home/>

\* Note that both federal and state government labor/workforce offices work on labor and workforce issues. In some states, state law is more protective of employees. In other states, federal law is more protective. In some states, investigations are handled at the federal level while in other states, investigations are handled at the state level. Thus, contacting both federal and state offices is recommended.

## Compensation Issues for Dental Hygienists to Consider

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### **SALARY AND BENEFITS**

- ❖ What is the salary range for the position?
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- ❖ Is health insurance available? Find out what the deductible and coinsurance payments will be. Will the costs associated with the insurance be deducted from the paycheck?
- ❖ Do employees receive paid sick days? Paid meal breaks?
- ❖ Is disability or liability insurance provided?
- ❖ Are retirement or profit sharing plans available?

### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
- ❖ Are there incentives for bringing in new patients or receiving positive performance evaluations?

### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
- ❖ Can vacation time be accumulated and carried forward to the following year?
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- ❖ Are there limitations as to when you can take your vacation time?

### **CHANGE IN OFFICE HOURS/REDUCED SCHEDULE**

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- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
- ❖ Will the employer pay for membership in the dental hygiene profession's professional association, ADHA?



# North Carolina

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## **U.S. Department of Labor Wage and Hour Division North Carolina Offices**

### **Raleigh District Office**

Somerset Bank Building  
4407 Bland Road, Suite 260  
Raleigh, NC 27609-6296  
Phone: (919) 790-2741  
Richard Blaylock  
District Director

### **Charlotte Area Office**

3800 Arco Corporate Drive  
Suite 460  
Charlotte, NC 28273-3409  
Phone: (704) 749-3360  
Caryl Stribling  
Asst. District Director

## **State of North Carolina**

Cherie K. Berry  
Commissioner  
Department of Labor 4  
West Edenton Street  
Raleigh, NC 27699  
Phone: (919) 807-2796  
Fax: (919) 733-7640  
[www.nclabor.com](http://www.nclabor.com)

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### **BONUS SYSTEM**

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### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
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# North Dakota

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## **U.S. Department of Labor Wage and Hour Division North Dakota Offices**

Denver Colorado District Office  
1999 Broadway, Suite 710  
Denver, CO 80202-5712  
Phone: (720) 264-3250  
Chad Frasier  
District Director

## **State of North Dakota**

Troy Seibel  
Commissioner  
Department of Labor  
State Capitol Building  
600 East Boulevard Ave., Dept 406  
Bismarck, ND 58505-0340  
Phone: (701) 328-2660  
Fax: (701) 328-2031  
[www.nd.gov/labor](http://www.nd.gov/labor)

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### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

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# Ohio

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## **U.S. Department of Labor Wage and Hour Division Ohio Offices**

### **Columbus, OH**

District Director: George Victory  
Community Outreach Resource &  
Planning Specialist: Guillermo Sapia  
Tel: (614) 353-3142  
sapia.guillermo@dol.gov

## **State of Ohio**

Jaqueline T. Williams, Director  
Department of Commerce  
77 South High Street, 22nd Floor  
Columbus, OH 43215  
Tel: (614) 644-2239  
Fax: (614) 466-5650  
<http://www.com.state.oh.us/>

\* Note that both federal and state government labor/workforce offices work on labor and workforce issues. In some states, state law is more protective of employees. In other states, federal law is more protective. In some states, investigations are handled at the federal level while in other states, investigations are handled at the state level. Thus, contacting both federal and state offices is recommended.

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### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
- ❖ Are there incentives for bringing in new patients or receiving positive performance evaluations?

### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
- ❖ Can vacation time be accumulated and carried forward to the following year?
- ❖ How far in advance must one arrange for vacation?
- ❖ Are there limitations as to when you can take your vacation time?

### **CHANGE IN OFFICE HOURS/REDUCED SCHEDULE**

- ❖ How will you be compensated if your normal work hours conflict with a permanent change in office hours? (i.e. summer schedule, doctor's vacation)
- ❖ How far in advance will you be notified of permanent changes in the office hours?
- ❖ How do last minute cancellations affect your schedule and compensation? Will you be asked to "clock-out" if patients fail to show or if there are holes in the schedule? Or paid a lower "administrative" rate?
- ❖ If part of your compensation is commission-based, will you be asked to provide free care to the doctor's family or friends?
- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
- ❖ Will the employer pay for membership in the dental hygiene profession's professional association, ADHA?

# Oklahoma

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## **U.S. Department of Labor Wage and Hour Division Oklahoma Offices**

### **Oklahoma City District Office**

215 Dean A. McGee Avenue  
Room 318  
Oklahoma City, OK 73102  
Phone: (405) 231-4158  
Michael Speer  
District Director

### **Tulsa Area Office**

224 S. Boulder Avenue, Room 320  
Tulsa, OK 74103  
Phone: (918) 581-6303  
Natalie Collins  
Asst. District Director

## **State of Oklahoma**

Mark Costello  
Commissioner  
Department of Labor  
3017 N. Stiles Avenue, Suite 100  
Oklahoma City, OK 73105-5212  
Phone: (405) 521-6100  
Fax: (405) 521-6018  
[www.labor.ok.gov](http://www.labor.ok.gov)

\* Note that both federal and state government labor/workforce offices work on labor and workforce issues. In some states, state law is more protective of employees. In other states, federal law is more protective. In some states, investigations are handled at the federal level while in other states, investigations are handled at the state level. Thus, contacting both federal and state offices is recommended.



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### **SALARY AND BENEFITS**

- ❖ What is the salary range for the position?
- ❖ Will I be provided a 1099 (contract worker) or W2 (employee)?
- ❖ What are the employee benefits and when is one eligible to receive them?
- ❖ Is health insurance available? Find out what the deductible and coinsurance payments will be. Will the costs associated with the insurance be deducted from the paycheck?
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- ❖ Is disability or liability insurance provided?
- ❖ Are retirement or profit sharing plans available?

### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
- ❖ Are there incentives for bringing in new patients or receiving positive performance evaluations?

### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
- ❖ Can vacation time be accumulated and carried forward to the following year?
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- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
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- ❖ Will the employer pay for membership in the dental hygiene profession's professional association, ADHA?

# Oregon

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## **U.S. Department of Labor Wage and Hour Division Oregon Offices**

Portland District Office  
620 SW Main Street  
Room 423  
Portland, OR 97205  
Phone: (503) 326-3057  
Thomas Silva  
District Director

## **State of Oregon**

Brad Avakian  
Commissioner  
Bureau of Labor and Industries  
800 NE Oregon St., #1045  
Portland, OR 97232  
Phone: (971) 673-0761  
[www.Oregon.gov/boli](http://www.Oregon.gov/boli)

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# Pennsylvania

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## U.S. Department of Labor Wage and Hour Division Pennsylvania Offices

### Philadelphia, PA

District Director: Jim Cain  
Community Outreach Resource & Planning Specialist:  
Elizabeth Zimmer  
Tel: (267) 514-6098  
zimmer.elizabeth@dol.gov

### Pittsburgh, PA

District Director: John DuMont  
Community Outreach Resource & Planning Specialist:  
Karen Welton  
Tel: (814) 871-4293  
welton.karen@dol.gov

### Wilkes-Barre, PA

District Director: Alfonso Gristina  
Community Outreach Resource & Planning Specialist:  
Jane E'del  
Tel: (717) 639-8052  
e'del.jane@dol.gov

## State of Pennsylvania

Kathy Manderino, Secretary  
Department of Labor and Industry  
1700 Labor and Industry Bldg.  
7th and Forster Streets  
Harrisburg, PA 17120  
Tel: (717) 787-5279  
Fax: (717) 787-8826  
<http://www.dli.state.pa.us/>

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## Compensation Issues for Dental Hygienists to Consider

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### **BONUS SYSTEM**

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- ❖ How many days of vacation are paid each year?
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- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
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# Rhode Island

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## **U.S. Department of Labor Wage and Hour Division Rhode Island Offices**

### **Providence Area Office**

380 Westminster Mall, Room 546  
Providence, RI 02903  
Phone: (401) 528-4431  
Donald Epifano  
Asst. District Director

## **State of Rhode Island**

Scott R. Jensen  
Director

Department of Labor and Training  
1511 Pontiac Avenue  
Cranston, RI 02920  
Phone: (401) 462-8550  
Fax: (401) 462-8872  
[www.dlt.state.RI.us](http://www.dlt.state.RI.us)

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# South Carolina

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## **U.S. Department of Labor Wage and Hour Division South Carolina Offices**

**Columbia District Office**  
Federal Building, Room 1072  
1835 Assembly Street  
Columbia, SC 29201-9863  
Phone: (803) 765-5981  
Jamie Benefiel  
District Director

## **State of South Carolina**

Richele Taylor  
Director  
Department of Labor, Licensing & Regulations  
P.O. Box 11329  
Columbia, SC 29211-1329  
Phone: (803) 896-4300  
Fax: (803) 896-4393  
[www.llr.state.SC.us](http://www.llr.state.SC.us)

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## **U.S. Department of Labor Wage and Hour Division South Dakota Offices**

### **Denver Colorado District Office**

1999 Broadway, Suite 710  
Denver, CO 80202-5712  
Phone: (720) 264-3250  
Chad Frasier  
District Director

## **State of South Dakota**

Marcia Hultman  
Secretary  
Department of Labor and Regulation  
700 Governors Drive  
Pierre, SD 57501-2291  
Phone: (605) 773-3101  
Fax: (605) 773-6184  
[www.dlr.sd.gov](http://www.dlr.sd.gov)

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- ❖ How do last minute cancellations affect your schedule and compensation? Will you be asked to "clock-out" if patients fail to show or if there are holes in the schedule? Or paid a lower "administrative" rate?
- ❖ If part of your compensation is commission-based, will you be asked to provide free care to the doctor's family or friends?
- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
- ❖ Will the employer pay for membership in the dental hygiene profession's professional association, ADHA?

# Tennessee

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## U.S. Department of Labor Wage and Hour Division Tennessee Offices

### Nashville District Office

1321 Murfreesboro Road  
Suite 204  
Nashville, TN 37217-2626  
Phone: (615) 781-5343  
Nettie Lewis  
District Director

### Knoxville Area Office

John J. Duncan Federal Building  
710 Locust Street, Room 101  
Knoxville, TN 37902-2557  
Phone: (865) 545-4619  
Vacant  
Asst. District Director

### Memphis Area Office

Federal Office Bldg  
167 North Main Street  
Room 484  
Memphis, TN 38103-1814  
Phone: (901) 544-3418  
Vacant  
Asst. District Director

## State of Tennessee

Burns Phillips  
Commissioner

Depart. of Labor & Workforce Development  
220 French Landing Drive  
Nashville, TN 37243  
Phone: (844) 224-5818  
Fax: (615) 253-8903  
[www.tn.gov/workforce](http://www.tn.gov/workforce)

\* Note that both federal and state government labor/workforce offices work on labor and workforce issues. In some states, state law is more protective of employees. In other states, federal law is more protective. In some states, investigations are handled at the federal level while in other states, investigations are handled at the state level. Thus, contacting both federal and state offices is recommended.

## Compensation Issues for Dental Hygienists to Consider

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### **SALARY AND BENEFITS**

- ❖ What is the salary range for the position?
- ❖ Will I be provided a 1099 (contract worker) or W2 (employee)?
- ❖ What are the employee benefits and when is one eligible to receive them?
- ❖ Is health insurance available? Find out what the deductible and coinsurance payments will be. Will the costs associated with the insurance be deducted from the paycheck?
- ❖ Do employees receive paid sick days? Paid meal breaks?
- ❖ Is disability or liability insurance provided?
- ❖ Are retirement or profit sharing plans available?

### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
- ❖ Are there incentives for bringing in new patients or receiving positive performance evaluations?

### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
- ❖ Can vacation time be accumulated and carried forward to the following year?
- ❖ How far in advance must one arrange for vacation?
- ❖ Are there limitations as to when you can take your vacation time?

### **CHANGE IN OFFICE HOURS/REDUCED SCHEDULE**

- ❖ How will you be compensated if your normal work hours conflict with a permanent change in office hours? (i.e. summer schedule, doctor's vacation)
- ❖ How far in advance will you be notified of permanent changes in the office hours?
- ❖ How do last minute cancellations affect your schedule and compensation? Will you be asked to "clock-out" if patients fail to show or if there are holes in the schedule? Or paid a lower "administrative" rate?
- ❖ If part of your compensation is commission-based, will you be asked to provide free care to the doctor's family or friends?
- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
- ❖ Will the employer pay for membership in the dental hygiene profession's professional association, ADHA?

# Texas

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## U.S. Department of Labor Wage and Hour Division Texas Offices

### Austin, TX

District Director: Nicole Sellers  
Community Outreach Resource & Planning  
Specialist: Lucy Garcia  
Tel: (512) 236-2560  
garcia.lucia@dol.gov

### Clear Lake, TX

District Director: Adrian Samaniego  
Community Outreach Resource & Planning  
Specialist: Ana Arredondo  
Tel: (713) 773-5359  
arredondo.ana@dol.gov

### Dallas, TX

District Director: Curtis L. Poer  
Community Outreach Resource & Planning  
Specialist: Domingo Castillo  
Tel: (817) 804-8018  
castillo.domingo@dol.gov

### Houston, TX

District Director: Robin Mallett  
Community Outreach Resource & Planning  
Specialist: Vacant  
Tel: (713) 773-5355

### Mcallen, TX

District Director: Nathan Barrow  
Community Outreach Resource & Planning  
Specialist: Cori Carrizales  
Tel: (956) 632-3912  
carrizales.corando@dol.gov

### San Antonio, TX

District Director: Cynthia Ramos  
Community Outreach Resource & Planning  
Specialist: Ellen Glover  
Tel: (210) 232-1340  
glover.ellen@dol.gov

## State of Texas

Julian Alvarez, Commissioner Representing Labor  
Texas Workforce Commission  
101 East 15th St.  
Austin, TX 78778  
Tel: (512) 475-2670  
Fax: (512) 475-2152  
<http://www.twc.state.tx.us/>

\* Note that both federal and state government labor/workforce offices work on labor and workforce issues. In some states, state law is more protective of employees. In other states, federal law is more protective. In some states, investigations are handled at the federal level while in other states, investigations are handled at the state level. Thus, contacting both federal and state offices is recommended.



## Compensation Issues for Dental Hygienists to Consider

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### **SALARY AND BENEFITS**

- ❖ What is the salary range for the position?
- ❖ Will I be provided a 1099 (contract worker) or W2 (employee)?
- ❖ What are the employee benefits and when is one eligible to receive them?
- ❖ Is health insurance available? Find out what the deductible and coinsurance payments will be. Will the costs associated with the insurance be deducted from the paycheck?
- ❖ Do employees receive paid sick days? Paid meal breaks?
- ❖ Is disability or liability insurance provided?
- ❖ Are retirement or profit sharing plans available?

### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
- ❖ Are there incentives for bringing in new patients or receiving positive performance evaluations?

### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
- ❖ Can vacation time be accumulated and carried forward to the following year?
- ❖ How far in advance must one arrange for vacation?
- ❖ Are there limitations as to when you can take your vacation time?

### **CHANGE IN OFFICE HOURS/REDUCED SCHEDULE**

- ❖ How will you be compensated if your normal work hours conflict with a permanent change in office hours? (i.e. summer schedule, doctor's vacation)
- ❖ How far in advance will you be notified of permanent changes in the office hours?
- ❖ How do last minute cancellations affect your schedule and compensation? Will you be asked to "clock-out" if patients fail to show or if there are holes in the schedule? Or paid a lower "administrative" rate?
- ❖ If part of your compensation is commission-based, will you be asked to provide free care to the doctor's family or friends?
- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
- ❖ Will the employer pay for membership in the dental hygiene profession's professional association, ADHA?

# Utah

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## **U.S. Department of Labor Wage and Hour Division Utah Offices**

### **Salt Lake City District Office**

Eagle Gate Plaza & Tower  
60 E. South Temple Street  
Suite 575  
Salt Lake City, UT 84111-1016  
Phone: (801) 524-5706  
Joseph Doolin  
District Director

## **State of Utah**

Sherrie Hayashi  
Commissioner

Utah Labor Commission  
160 E. 300 S., Suite 300  
Salt Lake City, UT 84111  
Phone: (801) 530-6800  
Fax: (801) 530-6804

[www.Laborcommission.Utah.gov](http://www.Laborcommission.Utah.gov)

\* Note that both federal and state government labor/workforce offices work on labor and workforce issues. In some states, state law is more protective of employees. In other states, federal law is more protective. In some states, investigations are handled at the federal level while in other states, investigations are handled at the state level. Thus, contacting both federal and state offices is recommended.

## Compensation Issues for Dental Hygienists to Consider

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### **SALARY AND BENEFITS**

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- ❖ Is health insurance available? Find out what the deductible and coinsurance payments will be. Will the costs associated with the insurance be deducted from the paycheck?
- ❖ Do employees receive paid sick days? Paid meal breaks?
- ❖ Is disability or liability insurance provided?
- ❖ Are retirement or profit sharing plans available?

### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
- ❖ Are there incentives for bringing in new patients or receiving positive performance evaluations?

### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
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### **CHANGE IN OFFICE HOURS/REDUCED SCHEDULE**

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### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
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# Vermont

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## **U.S. Department of Labor Wage and Hour Division Vermont Offices**

### **Manchester District Office**

1155 Elm Street, Suite 501  
Manchester, NH 03101  
Phone: (603) 666-7716  
Daniel Cronin  
District Director

## **State of Vermont**

Rose Lucenti  
Director of Workforce Development  
Department of Labor  
5 Green Mountain Drive  
P.O. Box 488  
Montpelier, VT 05601-0488  
Phone: (802) 828-4000  
Fax: (802) 828-4022  
[www.labor.vermont.gov](http://www.labor.vermont.gov)

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## Compensation Issues for Dental Hygienists to Consider

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### **SALARY AND BENEFITS**

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### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
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### **PAID VACATION**

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### **CHANGE IN OFFICE HOURS/REDUCED SCHEDULE**

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- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
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# Virginia

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## **U.S. Department of Labor Wage and Hour Division Virginia Offices**

### **Richmond, VA**

District Director: Carmen Otero-Infante  
Community Outreach Resource &  
Planning Specialist: Vacant  
Tel: (804) 225-1641

## **State of Virginia**

C. Ray Davenport, Commissioner  
Department of Labor and Industry  
Main Street Centre  
600 East Main Street, Suite 207  
Richmond, VA 23219  
Tel: (804) 371-2327  
Fax: (804) 371-6524  
<http://www.doli.virginia.gov/>

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## Compensation Issues for Dental Hygienists to Consider

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### **BONUS SYSTEM**

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### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
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### **CHANGE IN OFFICE HOURS/REDUCED SCHEDULE**

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# Washington

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## **U.S. Department of Labor Wage and Hour Division Washington Offices**

### **Seattle, WA**

District Director: Jeanette Aranda  
Community Outreach Resource &  
Planning Specialist: Sheila Creel  
Tel: (206) 504-5259  
[creel.sheila@dol.gov](mailto:creel.sheila@dol.gov)

## **State of Washington**

Joel Sacks, Director  
Department of Labor and Industries  
P.O. Box 44000  
Olympia, WA 98504-4001  
Tel: (360) 902-5800  
Fax: (360) 902-5708  
<http://www.lni.wa.gov/>

\* Note that both federal and state government labor/workforce offices work on labor and workforce issues. In some states, state law is more protective of employees. In other states, federal law is more protective. In some states, investigations are handled at the federal level while in other states, investigations are handled at the state level. Thus, contacting both federal and state offices is recommended.

## Compensation Issues for Dental Hygienists to Consider

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### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
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### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
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- ❖ Are there limitations as to when you can take your vacation time?

### **CHANGE IN OFFICE HOURS/REDUCED SCHEDULE**

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- ❖ If part of your compensation is commission-based, will you be asked to provide free care to the doctor's family or friends?
- ❖ Are you paid for holidays in which the office is closed?

### **CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

- ❖ Know the state continuing education requirements and practice act.
- ❖ Is there an employer assistance program available to cover costs associated with continuing education classes?
- ❖ Are employees paid for time they are attending the continuing education course?
- ❖ Will the employer pay for membership in the dental hygiene profession's professional association, ADHA?

# West Virginia

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Additionally, ADHA created this resource document to as a service to its members, given their justified interest in these employment issues. This information is general in nature and should not be viewed as legal advice. To pose specific questions, including exploring whether a specific labor or compensation issue merits a federal or state investigation, please contact the resources below and/or your legal counsel.

## **U.S. Department of Labor Wage and Hour Division West Virginia Offices**

**Charleston Area Office**  
500 Quarrier Street  
Suite 120  
Charleston, WV 25301-2130  
Phone: (304) 347-5206  
Catherine Glencoe  
Asst. District Director

## **State of West Virginia**

John R. Junkins  
Acting Commissioner  
Division of Labor  
State Capitol Complex, #749-B  
Building #6,  
1900 Kanawha Blvd.  
Charleston, WV 25305  
Phone: (304) 558-7890  
Fax: (304) 558-2273

[www.wvlabor.com/newwebsite/pages/index.html](http://www.wvlabor.com/newwebsite/pages/index.html)

\* Note that both federal and state government labor/workforce offices work on labor and workforce issues. In some states, state law is more protective of employees. In other states, federal law is more protective. In some states, investigations are handled at the federal level while in other states, investigations are handled at the state level. Thus, contacting both federal and state offices is recommended.

## Compensation Issues for Dental Hygienists to Consider

It is important to have a good understanding of pay and benefit issues relating to your employment. Ideally, this information will be conveyed to you before you accept a position. For example, while it is generally not advisable to begin a first interview with too much focus on compensation issues, it is advisable to seek to fully understand pay and benefits issues of importance to you during a subsequent interview. There are many possible questions listed below. It is **not** recommended that you run down this entire list with potential employers. Rather, pick and choose those elements that are most important to you and ask those questions. Get enough information to know if you want to pursue the opportunity further, and move on from there. Should you receive a job offer, you should be able to ask additional questions at that time, if the offer letter itself does not clarify all of the issues significant to you. If you are already employed and have issues related to your wages or hours that you are unable to resolve adequately with your employer directly, you may want to consult the resources listed on the reverse side.

### **SALARY AND BENEFITS**

- ❖ What is the salary range for the position?
- ❖ Will I be provided a 1099 (contract worker) or W2 (employee)?
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- ❖ Is health insurance available? Find out what the deductible and coinsurance payments will be. Will the costs associated with the insurance be deducted from the paycheck?
- ❖ Do employees receive paid sick days? Paid meal breaks?
- ❖ Is disability or liability insurance provided?
- ❖ Are retirement or profit sharing plans available?

### **BONUS SYSTEM**

- ❖ Is there a bonus structure in place? If so, how is it structured?
- ❖ Are there incentives for bringing in new patients or receiving positive performance evaluations?

### **PAID VACATION**

- ❖ How many days of vacation are paid each year?
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# Wisconsin

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## **U.S. Department of Labor Wage and Hour Division Wisconsin Offices**

Milwaukee Area Office  
US Dept. of Labor  
Wage & Hour Division  
310 W. Wisconsin Ave., Suite 1170  
Milwaukee, WI 53203  
Phone:  
Phone: (414) 297-1590  
Vacant  
Asst. District Director

## **State of Wisconsin**

Reggie Newson  
Secretary  
Department of Workforce Development  
201 E. Washington Ave., #A400  
P.O. Box 7946  
Madison, WI 53707-7946  
Phone: (608) 266-3131  
Fax: (608) 266-1784  
[dwd.wisconsin.gov](http://dwd.wisconsin.gov)

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## **U.S. Department of Labor Wage and Hour Division Wyoming Offices**

### **Salt Lake City District Office**

Eagle Gate Plaza & Tower  
60 E. South Temple Street  
Suite 575  
Salt Lake City, UT 84111-1016  
Phone: (801) 524-5706  
Joseph Doolin  
District Director

## **State of Wyoming**

Joan K. Evans  
Director

Department of Workforce Service  
1510 East Pershing Blvd.  
Cheyenne, WY 82002  
Phone: (307) 777-8728  
Fax: (307) 777-5857

[www.wyomingworkforce.org/Pages/default.aspx](http://www.wyomingworkforce.org/Pages/default.aspx)

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