



WORK AGREEMENT

Today's Date:

Date Employment to Commence:

Employee:

Employee's Social Security Number:

Employers Names and Address:

Children Names and DOB:

WORK HOURS:

- o Monday from until .
- o Tuesday from until .
- o Wednesday from until .
- o Thursday from until .
- o Friday from until .
- o Saturday from until .
- o Sunday from until .

SALARY:

\$ _____ per week gross payable weekly on Friday, plus overtime for hours in addition to the agreed upon above to be compensated at the rate of \$ _____ per hour.

TRAINING:

You will provide us with evidence that you have satisfactorily completed a First Aid class and CPR class for infants on or before _____. We will cover the cost of this class; however, it shall be your responsibility to make arrangements for the class during your off-duty hours.

JOB RESPONSIBILITIES:

It is our responsibility to provide you with adequate information, guidance and instruction to enable you to complete any task that is requested as part of this agreement. It is your responsibility to ask for assistance or guidelines in the performance of any activity that may be new to you, or in any situation for which you desire additional information.

1. The care and nurturing of the children, to specifically include the following:



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It is of the utmost importance to us that the children feel that they are in a secure and loving environment. Tasks related to their safety and well-being take precedence over all others.

Housekeeping responsibilities to include:

COMMUNICATIONS:

We will meet on a weekly basis for the first month, to discuss any issues/concerns which any of us may have and thereafter on a monthly basis or as and when needed.

You are responsible to maintain a "Nanny Log" on a daily basis. The log will record information of importance to the child's welfare, as well as provide the parents with narrative information about the day and its activities. Details of medications dispensed, meals and nap times will be included.

AUTOMOBILE: (Check the appropriate paragraphs for family circumstances)

o **Automobile does not apply**

o Automobile provided by family

You will have the use of one of our cars when needed during the work day for the purposes of transporting the children as required, miscellaneous errands and local travel, as agreed upon in advance by us. Children are to be properly restrained in the family's car seats and/or seat belts **as directed by the parents** at all times. Automobile maintenance will be at family expense; however you are responsible to keep family apprised of need for periodic maintenance (ie. when oil change due, any mechanical problems noted). You are responsible to keep the car in a physically clean condition.

During your time off, you will be permitted moderate use of a car, limited to local travel and with our advance permission. You will be expected to reimburse us for reasonable gasoline consumed during your personal excursions. We will cover you under our automobile insurance policy; however, any damages resulting from your use of the cars which is not covered under our policy (i.e., the deductible), is your responsibility.

o Automobile Supplied by Nanny

You will be expected to have your personal vehicle during the work day for the purposes of transporting the children as required, miscellaneous errands and local travel, as agreed upon in advance by us. Mileage will be reimbursed at the rate of \$0. . You are responsible for maintaining appropriate insurance coverage. Children are to be properly restrained in the family's car seats and/or seat belts **as directed by the parents** at all times.



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SICK DAYS:

You will receive **paid / unpaid** sick days after the first _____ days of employment. We should be notified as soon as possible if you will not be able to come to work. One week advance notice is requested for any appointments, etc. which may cause you to be late or leave work early.

VACATION:

One week paid vacation for every six months of employment completed. Timing of vacation to be mutually agreed upon by the employer and nanny.

HOLIDAYS:

Six days per calendar year **paid / unpaid**. You will receive these holidays to the extent that they fall on regularly scheduled workdays. These holidays are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. You are likely to receive a number of "extra" holidays throughout the year - days where we choose to take the day(s) off and go away with the children; however, these extra days vary from year to year.

TAXES/DEDUCTIONS/HEALTH INSURANCE:

We will pay:

- one half of the required Social Security and Medicare taxes (Employer Contribution),
- all of the required Worker's Compensation Insurance,
- all of the required unemployment insurance.

Additionally, we will pay: (Check all that apply)

- the entire cost of insuring you under our automobile insurance policy,
- one-half of the cost of health insurance coverage up to a maximum of \$ _____ per month.

Your portion of the required Social Security and Medicare taxes (7.65% of gross wages) and, if you request, your income taxes will be deducted from your pay check weekly.

o Check if this applies to your LiveOut nanny

BAD WEATHER DAYS:

It is understood that certain days throughout the winter months will likely be inclement and it may not be safe to drive to work. On days where it is anticipated that you may have difficulty getting to work, you agree to spend the night at our house. A separate bedroom and bath will be available to you. You are also welcome to spend any night with us when the weather becomes inclement during the day and you have any concern about arriving home safely. In the event that you are unable to get to work due to unanticipated inclement weather, those days will be unpaid.



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o *Check if this applies to your LiveIn nanny*

LIVING ARRANGEMENTS: You will be provided with your own bedroom and

- will share a bath with the children
- have a private bath.

Bedroom furnishings consist of:

This room will be off-limits to the family unless required for household maintenance and/or repair purposes (carpet cleaning for example). You agree that your room may be used by such persons. You will be notified ahead of time if your room will be accessed/needed so that you may make arrangements (at your option) to have personal items and valuables placed out of view during your absence. Bed and bath linens are provided, however, you are responsible for their upkeep as well as your personal laundry.

You will be expected to maintain and clean your bedroom and your bath. Snack food may be eaten in your bedroom; however, all remaining plates, glasses, empty boxes or bags etc. must be removed immediately to the kitchen for disposal.

You are welcome and encouraged to entertain friends in our home during non-working hours as long as they respect the property and do not disrupt the household. Permission is required for overnight guests.

We want you to feel comfortable in our home. Every effort will be made to provide food and beverages that meet your dietary needs.

PHONE PRIVLEDGES:

Personal use of our telephone is available. Long distance phone calls are your responsibility and will be deducted as applicable from your paycheck. We encourage you to purchase prepaid long distance cards or obtain a personal telephone calling card to allow you to personally manage your long distance bills. Personal phone calls during the work day must be limited to 10 minutes in length and should be reserved for those times when your attention is not required for childcare (nap time, school hours, etc.). Local phone calls during off hours are unlimited in number and time made; however, except in cases of emergency, must not be received after 11pm. We have call waiting and we are likely to receive calls during the evening and on the weekends. If you are on a call and are interrupted by call waiting, you will be expected to end your conversation in order that we can take our call.



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TERMINATION OF EMPLOYMENT:

When you wish to terminate employment, it is requested that notice be given and, if requested, that you remain until a replacement can be secured (typically four to six weeks). Once notice has been given, all attempts will be made by us to secure a replacement as quickly as possible. If we terminate your employment for cause, no notice or severance will be given; however, if the termination is not for cause, then two week's severance will be given, with you remaining at our discretion. At time of termination any outstanding bills incurred by you will be deducted from your pay (ie., phone bill) and you agree to reimburse us for any bills incurred by you which we receive after you leave our employ.

CONFIDENTIALITY:

During the course of your employment, you may legitimately see, hear or otherwise become privy to information about our family. It is understood and agreed that all information relating to the parents, including but not limited to financial, household or career, is confidential information which may not be disclosed to anyone without the written consent of the undersigned parents. It is also understood that a failure to abide by this agreement may, at the parent's discretion, result in immediate termination.

THE ABOVE AGREEMENT HAS BEEN AGREED TO THIS ___ DAY OF ___, 200__.

Employer

Nanny/Employee