

Date: _____, 20

Nanny/Family Work Agreement

Thank you for interviewing for employment with our family. We enjoyed meeting you and wish to extend the following employment offer to you. Please review the terms and let us know if you accept this offer or have any questions.

Family Name: _____

Nanny Name: _____

Children's Name and DOB:

- 1.
- 2.
- 3.
- 4.
- 5.

WORK DAYS AND HOURS

Monday _____ to _____

Tuesday _____ to _____

Wednesday _____ to _____

Thursday _____ to _____

Friday _____ to _____

Saturday _____ to _____

Sunday _____ to _____

DUTIES:

A. Primary: Primary duties of Nanny shall be to: (check all that apply)

- Plan age appropriate activities
 - Prepare meals
 - Care of the children's room
 - Laundry for the family
 - Laundry for the children only
 - Maintain a daily log of children activities
 - Other _____
-

B. Secondary: Secondary duties shall include being responsible for keeping the home neat and organized. Other housekeeping duties will be: (check all that apply)

- Run errands for the family as needed
 - Cook evening meal
 - Keep kitchen area clean
 - Vacuum and Dust every week
 - Clean the bathrooms
 - Other _____
-

C. Other such reasonable duties as may be mutually agreed upon by both employer and nanny/employee.

SALARY:

\$_____ per week (net) to be paid on every _____.

VACATION TIME: (One week paid vacation per six month employed term. Timing and scheduling to be mutually agreed by employer and employee).

_____ days of paid vacation will be given to the Nanny. This vacation time can be taken after _____ months of employment.

HOLIDAYS: You will receive paid holidays days no less than 6 days per calendar year. These paid holidays will be on: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. In the event you are able to work on a scheduled holiday, and we want you to work, we may offer to trade one off for another.

_____ paid holidays will be given to the Nanny. These holidays will be given after _____ months of employment.

OVERTIME:

Additional childcare will be handled as follows:

Per hour at a rate of \$_____ per hour

Overnights \$ _____

Weekends \$ _____

CPR/FIRST AID:

CPR/First aid training needs to be completed on or before _____.

BENEFITS:

Family will contribute _____ toward health insurance on a monthly basis.

Other benefits:

VEHICLE:

We agree to the following:

___ Nanny shall use the family car only for children.

___ Nanny can also use the car for limited personal use.

___ Nanny shall provide her own car and be reimbursed for gas at a rate of \$ _____ per week.

DAILY SCHEDULE OF NANNY

EMERGENCIES:

Unless life-threatening conditions warrant immediate transport to a medical facility, Nanny will contact employer for instructions. If a life-threatening condition exists, the child(ren) should be transported to a medical facility, by way of ambulance if Employer is not available for instruction when or if emergency exists.

EMERGENCY PHONE NUMBERS:

Name and Number of Pediatrician: _____

Name & Phone Number of Emergency contact to call if cannot reach parents: _____

Name and Phone Number of Relative: _____

Name and Phone Number of Neighbors:

Neighbor 1: _____

Neighbor 2: _____

AGREEMENT

1. Upon your acceptance of this offer, you understand that you will become a household employee and will be on the books and we will be taking out taxes accordingly.

2. Your performance will be reviewed at least every 60 days and sometimes more often if necessary. Upon satisfactory review, no raise or salary increase is implied or promised.

3. You will be privy to a great deal of personal, private, and many times confidential information being in and around our home. You expressly agree to maintain total and complete confidentiality regarding all aspects of our family's information, happenings, events, problems, financial information, personal matters, and anything else that does not directly relate to your general employment requirements. No breach of information or disclosure to anyone for any reason will ever be tolerated. If you are not sure whether some particular information would be private or not, please ask and do not disclose anything without consent to do so. Failure to maintain confidentiality will result in immediate termination.

4. Termination of employment by employer without cause will constitute a two week paid severance. If your employment is terminated with cause, no severance will apply. If you wish to terminate your employment for any reason, you agree to give no less than two weeks notice, however, we would prefer as much as four weeks if possible.

AGREEMENT AND SIGNATURE: Each of the parties, by their signatures, agree to abide by the terms and conditions of the Agreement, this _____ day of, 20_____

NANNY: _____

EMPLOYER: _____

