



## 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\_\_\_\_ 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\_\_\_\_\_

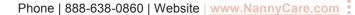


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B. Secondary: Secondary duties shall include being responsible for keeping the home neat and organized. Other housekeeping duties will be: (check all that apply)  Run errands for the family as needed  Cook evening meal  Keep kitchen area clean  Vacuum 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 aftermonths 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 \$



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CPR/FIRST AID: CPR/First aid training needs to be completed on	or before
BENEFITS: Family will contributetoward health ins Other benefits:	surance on a monthly basis.
VEHICLE: We agree to the following:	
Nanny shall use the family car only for childrer Nanny can also use the car for limited persona Nanny shall provide her own car and be reimb	al use.
DAILY SCHEDULE OF NANNY:	
EMERGENCIES:	
Unless life-threatening conditions warrant immed contact employer for instructions. If a life-threaten transported to a medical facility, by way of ambul instruction when or if emergency exists.	ning condition exists, the child(ren) should be
EMERGENCY PHONE NUMBERS:	
Name and Number of Pediatrician: Name & Phone Number of Emergency contact to	
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: