



## NANNY WORK AGREEMENT

<b>Today's Date</b>	<b>Date Employment to Commence</b>
<b>Employee (Nanny) Name</b>	<b>Employee's Social Insurance Number</b>
<b>Employer's Names and Address</b>	<b>Children's Names and DOB</b>

Employer wishes to employ Nanny to care for the Children, and Nanny agrees to accept such employment, on the following terms and conditions.

### **WORK HOURS**

- Monday from \_\_\_\_\_ until \_\_\_\_\_ .
- Tuesday from \_\_\_\_\_ until \_\_\_\_\_ .
- Wednesday from \_\_\_\_\_ until \_\_\_\_\_ .
- Thursday from \_\_\_\_\_ until \_\_\_\_\_ .
- Friday from \_\_\_\_\_ until \_\_\_\_\_ .
- Saturday from \_\_\_\_\_ until \_\_\_\_\_ .
- Sunday from \_\_\_\_\_ until \_\_\_\_\_ .

At the beginning of Nanny's term of employment, Employer will be in the home and available to provide training and orientation to Nanny for a period of \_\_\_\_\_ days.

### **COMPENSATION AND WORK SCHEDULE**

**Please check the appropriate box**

*Employer agrees to provide minimum wages according to standards as set by local/federal employment standards regarding wages.*

Nanny's hourly/weekly/monthly (**circle one**) compensation will be \$ \_\_\_\_\_ gross, paid against time card which Nanny will maintain.

Wages will be paid:

Bi-weekly (every 2<sup>nd</sup> week)/monthly/other (**circle one and describe if other**)

Nanny will begin each work day at: \_\_\_\_\_ am and finish for the day at \_\_\_\_\_ pm.

(**Fill in appropriate starting/ending times if not already detailed above**)

Nanny will be entitled to \_\_\_\_\_ (**fill in number of meal breaks per day**) meal breaks for minutes each (**fill in minutes of each meal break**) per day.



If Nanny is required to work beyond the scheduled hours, or if Nanny is required to work weekends or holidays, Nanny shall be paid overtime in accordance with applicable local laws. Further, if Nanny is required to work beyond regularly scheduled hours, Employer will use best efforts to notify Nanny as far in advance as possible to ensure proper arrangements. Performance appraisals, with the possibility of salary increases, will be performed at the discretion of Employer.

**TRAINING**

Nanny will provide evidence of satisfactorily having completed First Aid class, CPR class for infants or other courses required by Employer on or before starting date of \_\_\_\_\_ .

**JOB RESPONSIBILITIES**

It is Employer’s responsibility to ensure that Nanny is provided with any and all information, instruction and guidance to assist Nanny in the performance of her duties. Nanny’s duties are detailed below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer will ensure there is a petty cash available to Nanny for emergencies and incidental expenses. Nanny will be responsible for keeping and submitting all receipts and for advising when petty cash needs to be replenished.

**COMMUNICATIONS**

Employer and Nanny will meet on a regular basis to discuss any issues/concerns that may arise. Nanny will be responsible to maintain a “Diary” on a daily basis. This Diary will record information of importance as pertaining to the child(ren) with information about the daily activities including but not limited to meals, details of medications, and any type of behavioral inconsistencies along with general observations about the child.

Children’s schedules, important contact telephone numbers as well as school activities, along with times and place, friend’s telephone numbers and all relevant nap, meal and any other relevant times or telephone numbers will be prominently displayed by Employer for Nanny’s reference. The first and immediate point of contact will be Employer.



**TRANSPORTATION**

Please check the appropriate option

Employer will ensure a vehicle is provided for work related duties as defined and mutually agreed. Employer shall bare all costs and responsibilities for any and all the maintenance, service, insurance, fueling etc.

**Or**

Employer will ensure a vehicle is provided Nanny for personal use as well as for work related duties as defined and mutually agreed. In this instance, Employer will be reasonable for the maintenance of vehicle and only the fuel used in the performance of Nanny’s duties. Any and all expenses accrued during the personal usage of vehicle will be the sole responsibility of Nanny.

**Or**

Employer shall be responsible for travel expenses required to transport Nanny to/from work up to the amount of \$ \_\_\_\_\_ per day/week/month (circle one).

**VACATION TIME**

Nanny will be entitled to \_\_\_\_\_ (\_\_\_\_\_) credited vacation days per month [insert number of days in both words and numerals] for a maximum total of \_\_\_\_\_ (\_\_\_\_\_) [insert number of days in both words and numerals] vacation days per year, or as applicable by law. These vacation days will not accrue and may not be rolled over to the next year. Unless otherwise directed by local law, Nanny shall not be entitled to any compensation for unused vacation days. Vacation days as defined do not include Holiday as noted below.

**HOLIDAYS**

Nanny will receive (indicate the number) yearly paid holidays to the extent that they fall on regularly scheduled workdays. Paid holidays will further include any others as proscribed by law or as agreed by Employer:

New Year's Day

Easter

Labor Day

Thanksgiving Day

Christmas Day

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



If Nanny is required to travel with the family during vacation/holiday times, Nanny will receive normal salary, with the additional of any and all travel expenses, including, but not limited to meals, lodging , ancillary expenses.

**TAXES AND PAY DEDUCTIONS**

Employer agrees to pay any and all taxes and submit all deductions payable as prescribed by law (including, but not limited to, employment insurance, income tax, and any and all required/agreed pension plans).

**LIVING ARRANGEMENTS For Live-In Nanny (check appropriate section)**

Nanny will be provided with own bedroom and

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

Bedroom furnishings consist of:

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Nanny will be charged \$ \_\_\_\_\_ per week/month (circle one) for room and \$ \_\_\_\_\_ for board (as detailed above) per week/month (circle one).

This room is considered Nanny’s personal and private space and will be treated as such. Bed and bath linens are provided, however, Nanny is responsible for their upkeep as well as personal laundry along with keeping this room neat, tidy and clean.

For live-in Caregivers, Employer, at their discretion, may periodically review and adjust charges for room and board.

**RULES OF EMPLOYER’S HOME**

Unless otherwise agreed in advance, Nanny shall not have guests or visitors during regular work hours. No overnight guest will be allowed.

Personal phone calls during the work day must be limited to 10 minutes in length and should be reserved for those times when Nanny’s attention is not required for childcare. Personal use of Employer telephone is available. Long distance phone calls are Nanny’s responsibility and will be deducted as applicable from paycheck. Except in cases of emergency, calls shall not be received after 11 pm.

Appropriate and modest attire is expected at all times.



Employer's home is a smoke-free area. Under no circumstances is Nanny and/or guests to smoke in home or automobiles. Nanny further agrees never to smoke while on duty – in front of the children regardless of location.

Alcohol consumption **is not** permitted in Nanny's quarters at any time.

### ***SICK LEAVE***

Nanny shall be entitled to receive (fill in the appropriate number) paid sick days during the first year of employment. Sick days shall not accumulate and will not be rolled-over to the next year. Further, Nanny will not be compensated for any unused sick days if employment is terminated with or without cause. It is understood that Nanny will be regarded as sick if Nanny exhibits symptoms indicating Nanny is too ill to care for the Children, or has otherwise contracted a contagious or infectious illness that poses a threat or may be passed on to the children/household.

### ***CONFIDENTIALITY***

During the course of employment, Nanny may legitimately see, hear or otherwise become privy to information about Employer's family. It is understood and agreed that all information relating to the Employer, including but not limited to financial, household or career, is confidential information which may not be disclosed to anyone. It is also understood that a failure to abide by this Agreement may, at the Employer's discretion, result in immediate termination for cause. The obligations of Nanny under this clause survive termination of this Agreement.

### ***TERMINATION OF EMPLOYMENT***

Nanny is an "at will" employee and may be terminated by Employer with or without cause in their discretion. If termination is without cause, two (2) weeks severance pay shall be given. No severance will be given for termination for cause. Nanny may end employment at any time for any reason with a minimum of four (4) weeks notice.

**Cause** is defined as any action, however found, on the part of the Nanny that endangers the children in her care or violates confidentiality.

**Employer Property:** At time of termination, and prior to receipt of final paycheck, Nanny agrees to return to Employer all property, including but not limited to house and car keys, remote entry devices etc.

With the mutual written consent of all parties this Agreement may be amended at any time.



**IN WITNESS WHEREOF** the parties hereto have executed this Agreement on the date first above written.

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Signature of Nanny

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Name of Witness

\_\_\_\_\_  
Print Name of Witness