



Sample Nanny-Family Employment Agreement

This contract between the hiring family: _____ (herein known as Family) and the child care provider _____ (herein referred to as Nanny) shall be in force for one year from the date of signature of both parties. Family and Nanny hereby agree to a one-year employment commitment unless Nanny is terminated for cause. Both parties agree to a give at least four (4) weeks notice before job termination unless Nanny is terminated for cause. Although this agreement outlines the key duties of the Nanny, it is not all-inclusive and from time to time the nanny may be asked to perform additional duties that contribute to the safety and well being of the children.

Work Hours and Dates:

Nanny will provide childcare from Monday through Friday during the hours of _____ A.M. and _____ P.M. Nanny agrees to work a standard time frame of _____ hours per week that shall be referred to hereafter as a standard work-week.

Compensation:

Nanny shall receive a salary of \$_____ per work-week or a gross salary of \$_____ annually. Nanny shall be paid by check bi-monthly. The above compensation calculates to an hourly rate of \$_____ per hour. Nanny shall be paid this hourly rate for all time worked over the standard work-week hours indicated above. Family will pay one-half (1/2) of the Social Security and Medicare tax. Family will pay one hundred percent of the Nanny's state unemployment insurance. Nanny agrees to a _____ day probationary period during which either party may terminate this employment without penalty.

Job Responsibilities:

Nanny agrees to perform the following checked duties as requirement of her employment:

- ✓ Put the absolute safety of the children first before all other responsibilities.
- ✓ Tend to children's basic needs such as bathing, dressing, changing diapers, brushing teeth, and afternoon naps.
- ✓ Administer medicine to children as directed by Family.
- ✓ Prepare meals for children during scheduled hours; clean up kitchen and dining table when completed.
- ✓ Participate and supervise activities with children, which would include: games, walks, play dates, playground outings and reading to children daily.
- ✓ Limit television/video and computer games to _____ minutes per day.
- ✓ Research and plan activities that have substantial child development, social relationship skills and educational value.
- ✓ Keep a daily Nanny journal with a narrative of the children's meals, naptime, medication, activities and educational progress.

(All checked items are additional job responsibilities that apply to this agreement)

- Keep the children's bedrooms and play area clean and organized; which includes making the beds, vacuuming carpet, cleaning and disinfecting toys, etc
- Clean children's laundry (clothes and bed linens).
- Use Nanny's automobile to drive children to activities and events. Mileage will be paid to Nanny bi-monthly at a rate of _____¢ per mile. Nanny must submit mileage to Family each week. Family will provide children's car seats.
- Use Family automobile to drive children to activities and events.

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- Grant access to home for service personnel- cable/telephone repairman, pest control, package delivery, housekeeping and maid services, etc.
- Meal preparation for Family.
- Feed and care for Family pets-daily.
- Grocery shopping
- Make beds-entire home.
- Clean kitchen and empty dishwasher-daily.
- Clean interior windows and mirrors: bi-monthly.
- Clean, dust and vacuum entire house: bi-monthly.
- Clean Family's laundry-weekly.
- Clean Family's laundry (limited to towels/bed linens only)-weekly.
- Run errands- dry-cleaning, bank deposit, grocery store, etc, when necessary.

Vacation/Sick Pay/Holidays:

Nanny shall receive the following paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If any of the above holidays occur on a weekend, Nanny will be given the official Federal holiday that is observed. Nanny shall accrue .833 vacation days per month for a total of two weeks paid vacation per week (10 weekdays). Vacation cannot be used until accrued. Nanny agrees to use best efforts to take this vacation time when Family takes their vacation. If Nanny cannot coordinate this vacation schedule, Nanny agrees to give Family at least four (4) weeks notice. In the event that Nanny travels with Family, Nanny shall be paid her regular salary plus over time hours as previously agreed upon by Family and Nanny.

Sick days shall accrue at a rate of .416 days per month for a total of one week (5 weekdays) per year. Nanny agrees to use best efforts to give Family at least twelve (12) hours notice before being absent due to illness. Nanny understands Family does not provide medical insurance. If Nanny takes un-accrued vacation or sick days off, it is at the Family's discretion to allow the hours to be made up in the future or deducted from the Nanny's bi-monthly check. Accrued but un-used vacation and sick pay shall be paid at the Nanny's standard compensation rates at the termination of Nanny's employment.

Confidentiality:

Nanny understands that any and all private information obtained about Family during the course of her employment, including but not limited to medical, financial, legal, career and Family's assets are strictly confidential and may not be disclosed to any third party for any reason.

General:

Nanny understands Family has a smoke free home and that smoking by Nanny or Nanny's guests is never permitted in the home. Nanny agrees never to smoke while providing childcare to Family's children even on walks, trips to playground, outside activities or field trips. All guests must be pre-approved by Family before being allowed entrance into Family's home. Alcohol consumption is never permitted while Nanny is on duty. Nanny hereby certifies that Nanny does not use illegal drugs and understands that such use is cause for immediate termination. Nanny is allowed to use home phone for local and long distance calls. Nanny agrees to limit personal calls to 15 minutes or less. Nanny agrees to reimburse Family for all long distance charges. If Nanny does not have valid CPR and (Infant) First Aid certification, Nanny agrees to complete these courses within _____ days of signature of this agreement.

Termination:

The following are grounds for immediate termination with cause:

- A. Allowing the children's safety to be compromised.
- B. Inconsistent or non performance of agreed upon job responsibilities
- C. Dishonesty or lying to Family

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- D. Stealing
- E. Misuse of Family automobile
- F. Breach of confidentiality clause
- G. Persistent tardiness of more than 15 minutes without valid reason.
- H. Unapproved guests.
- I. Smoking or consumption of alcohol while on duty.
- J. Illegal drug use.

Family hereby agrees to be fully bound to the terms of this contract.

Family Signature: _____

Date: _____

Nanny hereby agrees to be fully bound to the terms of this contract.

Nanny Signature: _____

Date: _____