**Nanny Contract - Employment Agreement**

|  |  |
| --- | --- |
| **Employer Information** | **Employee Information** |
| First and Last Name  Address  Names of children (age): | First and Last Name\*  Address |

*\*attach copy of ID*

***This contract, executed on \_\_/\_\_/2021, between:***

***The \_\_\_\_\_\_\_\_\_\_ (the hiring family) and \_\_\_\_\_\_\_\_\_\_ (referred to as Nanny), have the following terms of employment:***

***Compensation and Benefits:***   
Pay: $\_\_\_\_\_\_\_\_ per month to be paid semi-weekly every month on the 15th and 30th ($\_\_\_\_).

Additional compensation:

* A furnished room
* Personal bathroom
* Paid utilities: Electricity, water, gas, and cable
* Available food

***Days off:***

Nanny will be off on Friday at 6pm and begin work Monday at 7am. Nanny will inform the hiring family of any change to pick-up (Sunday after 8pm) /drop-off (Friday after 8pm) schedule with at least 24hr notice. Nanny will be provided with transportation twice per week. If nanny requires additional transportation due to change in schedule or work days, nanny will coordinate.

***Room and board:***

Living accommodations will be provided. You will be expected to maintain your bedroom and bathroom outside of the scheduled monthly cleaning services. We provide food based on the household needs. Nanny is encouraged to bring food as there is a fridge in bedroom. Food may be eaten in your bedroom. Permission is required if you must receive a guest. We want you to feel comfortable in our home.

***UTILITIES***:

Phone Use: Personal phone calls during the work day must be limited so as not to distract from attention span required for the children’s care. Please reserve lengthy calls for those times when you are on your break or off work.

Electricity: We ask that you be mindful of electrical usage and turn off the light when not in use.

Internet: You may log on to our home internet with your phone or computer (Wi-Fi information). Similar to phone use, please limit your internet use to times when your attention is not required for childcare.

Cable: You are welcome to watch TV in your room during your break and when you are off.

***MEDICATIONS:***

If you are taking medication prescribed by a physician for any medical reason that may impair your judgment or ability to perform your job duties, please let us know.

***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 that 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 result in immediate termination. The obligations of the employee under this clause survive termination of this agreement.  
  
***Schedule:***   
Monday to Friday from 7am- 6pm with a daily 1 hr break while the children are napping (typically 12:30p-1:30p).

***JOB RESPONSIBILITIES***:

**It is our responsibility to provide you with adequate information and guidance 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.**

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

* Put the safety of the children before all other responsibilities.
* Tend to children’s basic needs such as bathing, dressing, changing diapers, meals, and afternoon naps.
* Prepare meals and feed as appropriate, wipe counters and high chair when completed.
* Participate and supervise activities with children, which would include games, walks, outdoor play, and reading to children daily.
* Limit television to designated times per schedule.
* Keep the children’s bedrooms and play area tidy, which includes prompting children to clean up after themselves and cleaning and disinfecting toys.
* Children’s laundry (clothes and bed linens) twice per week and as needed.
* Light household cleaning by ensuring that the house is neat and tidy.
* Organize fridge, freezer, & pantry as needed, adding items to grocery list as needed.
* Load/unload dishwasher as needed and wash bottles/pump parts.
* Empty diaper pail as once per week and as needed.
* Only provide access to home for service personnel- cable/telephone repair person, pest control, package delivery, and cleaning services, when authorized to do so.

***Parenting Philosophy:***

**It is of the utmost importance to us that our children feel that they are in a secure and loving environment.**

* Safety: Safety of our children is the nanny’s primary responsibility and should always come first.
* Infection control: Nanny is expected to practice social distancing and avoid interacting with people who are not also practicing social distancing. Nanny will disclose feeling under the weather and not to work if thought to be sick. Please reduce spread of germs with handwashing and avoiding kissing mouth, hands, or feet of children.
* Discipline: Primary tool should be stating clear expectations and redirection. We understand there will be times when the children require discipline. Please discuss any specific behavioral issues with us so we can address.
* Schedule: Our children have a schedule and nanny is expected to follow it within 30min. Deviations may happen but are not the normal occurrence.
* Hygiene: Nanny is required to wash hands once she begins/resumes work, after diaper changes, before making meals, before feedings, and regularly throughout the day. Furthermore, it is understood that nanny is expected to maintain personal hygiene and refrain from using strong smelling perfumes and lotions.
* Attire: It is expected that appropriate clothing is worn for caring after children, which includes getting on the floor for playtime.

***COMMUNICATIONS*:**

We will meet on Friday every week for the first month then monthly and when needed to discuss any concerns.

***Emergencies:***   
In the case of life-threatening emergency, the nanny is to call **911** then call the parents.

If a medical emergency arises, the nanny should contact the parents in the following order.

|  |  |  |
| --- | --- | --- |
| **Name** | **Primary Phone Number** | **Secondary Phone Number** |
| Mom |  |  |
| Dad |  |  |

In case you have an emergency, we will call (it is the nanny’s responsibility to provide and update emergency contact):

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone number** | **relationship to you** |
|  |  |  |
|  |  |  |

***Grievance Procedures:***   
If nanny has a grievance, she can request time to speak with the employer or discuss such issues during scheduled Friday discussions.

***Changes and Amendments:***   
The contract may change when new information becomes available or when both parties agree to edit a portion of the document.

***SOCIAL MEDIA***:

Nanny understands that no information about her location/plans for the day or pictures of family members should be shared on any social media network. Nanny will not tell strangers (i.e. caregiver’s friends) about the family and where she is spending the day, unless the family has authorized.

***TERMINATION OF EMPLOYMENT***:

We wish to provide nanny with a secure employment situation, to provide our children with a stable caregiving environment, and to facilitate the orderly transition between employments. Therefore, both parties agree to provide 2 weeks’ notice of intent to terminate this agreement except when such termination is for cause.

The following are grounds for immediate termination with cause:

1. Allowing the children’s safety to be compromised
2. Physical or verbal abuse
3. Inconsistent or non-performance of agreed upon job responsibilities
4. Breach/Violation of contract
5. Dishonesty
6. Stealing/theft
7. Smoking or consumption of alcohol while on duty
8. Illegal drug use

**Severance:** Our family does not have any policy for payment of severance pay on termination. Once termination occurs, Nanny is required to fund her own transportation.

**Employer Property:** At time of termination, and prior to receipt of final paycheck, nanny agrees to return to employer all employer property in her possession.

***Signatures:***

|  |  |  |
| --- | --- | --- |
| **Nanny** |  | **Date:** |
| **Employer** |  | **Date** |