

Family/Nanny Contract

This contract describes the duration of employment, expected schedule, duties to be undertaken, living arrangements, house rules, salary and other miscellaneous items associated with the employment of _____ as a nanny for the _____ Family. It takes precedence over any other verbal or written agreement.

Trial Period

- The trial period will begin on or about _____ for the period of _____, ending on or about _____.
- _____ (Member of Family) will be in the home to train/orient the nanny for _____ days of the trial period.

EMPLOYMENT TERM

- Regular Employment will begin on or about _____ for the period of _____, terminating on or about _____.

Salary

- This will be a salaried position. The nanny's initial gross salary will be \$_____ per week. After the first _____ months of employment, the employer will give the nanny a \$_____ per week raise if the employer has been satisfied with the nanny's performance.
- Nanny's performance/pay will be reviewed every _____
- The nanny will be paid every _____.

Benefits

The family will provide the nanny with the following in addition to her salary.

- Contribute \$_____ per month to the nanny's health insurance premiums.
- _____ days of paid vacation for every _____
- _____ sick days will be allowed for every _____ months (or year) of service.

"Sick" means that symptoms show the nanny to be too ill to care for the children. It's understood that no sick days will be used during the first three months of employment. Sick days cannot be "cashed in" if employment is terminated.

- Paid holidays will include the following ___ days:
 - New Years Day • Martin Luther Kings b-day •Presidents Day •Memorial Day •Independence Day • Labor Day •Columbus Day •Veterans Day •Thanksgiving •Christmas Day.

If you are asked to work one of these days you will be paid at the over time rate of \$___ x 1.5.

- By law, any hours that exceed 40 hours per week will be paid at a rate of 1.5x hourly rate which will be \$___ x 1.5 = ___.

Reimbursements

- Gas Reimbursement will be paid at a rate of .___ per mile. (Nanny must keep written record for reimbursement)
- The nanny is responsible for keeping all receipts of expenditures and will be reimbursed on the scheduled pay day. We require the nanny to contact us in the event the weekly expenditures will exceed \$_____.

Work Schedule

We expect the nanny to work an average of _____ hours per week. The hours will usually be as follows:

- Monday _____
- Tuesday _____
- Wednesday _____
- Thursday _____
- Friday _____

SCHEDULE/ACTIVITIES/SCHOOL

The family will keep a calendar in the kitchen to note special events, appointments, overtime requests. The nanny will refer to this calendar daily and record her OT hours here.

- Where do the children attend school (include times and phone numbers)?

- What lessons, activities, sports do the children participate in?

- What are the children's bedtimes?

- What are the children's nap times?

- What are the children's meal times

- Who are the children's close friends?

MEALS/HOUSEKEEPING

- The family housekeeper comes _____ times per week/month.
- The housekeeper lives-in? Yes _____ No _____

She/he performs the general cleaning for the family. The nanny prepares meals for the children and takes care of picking up after them, keeping their rooms clean and doing the children's laundry.

- Who does the family shopping? (If it is the Nanny include here)

- Will the nanny run errands for the family?

- Any additional duties?

- Are there any other staff in the home? This would include butler/house manager, personal assistant, cook/chef, etc. Please give job titles and briefly describe duties.

- To what degree are the children responsible for their rooms, beds and personal belongings?

(Parents will pick up after themselves unless there is a housekeeper in the home daily)

CAR

Describe whether the nanny will be using her own car or a car provided. If she uses her own car you should include some type of compensation for normal wear and tear (depending on amount of driving done per week).

HOUSE RULES (some apply to live-ins so change as necessary)

The nanny will not have guests during regular work hours, unless they are other nannies and the children are friends.

- The nanny may/may not have guests
- What are the limitations on guest visits?

The nanny will not take or make personal phone calls during working hours. She may use the telephone freely during non-working hours. If she is provided with her own line she will pay all costs associated with phone service. If she uses the household phone she will reimburse the family for her long distance phone charges.

The nanny and all adults in the home will dress modestly. The nanny may wear a bathrobe over her pajamas during her off hours, but she must be appropriately dressed before the parents leave each morning.

TAXES

The employer will fully comply with all federal and state tax law requirements. The employer will deduct the appropriate Social Security and other taxes from the nanny's pay. The employer will report the nanny's earnings to the federal government on Form W-2

TERMINATION

The nanny position may be terminated at will, with or without cause, as determined at the employer's sole discretion. If the nanny agreement is terminated without cause, two weeks severance pay will be given to the nanny. No severance pay will be given if the nanny is terminated for cause. If the nanny decides to leave the job, the nanny will provide a minimum of two weeks notice.

MISCELLANEOUS

This agreement may be amended at any time with the mutual consent and signature of both parties. The undersigned agree to all the terms set forth herein. This agreement was reached with the mutual consent of all parties.

Nanny Signature _____ Date _____

Family Signature _____ Date _____
 Father Mother

NOTE: This is a generic contract for a family to use as a guide while making a written contract between the family and childcare provider. To make changes simply cut n' paste this pdf file into a word document and change as necessary.