

## Nanny Employment Agreement

This document defines the agreement, requirements, and expectations for employment in the Lyons household, hereinafter referred to as "Family" with Lisa Hornacek as their Nanny, hereinafter referred to as "Nanny." By witness of the signatures at the end of this agreement, both parties hereto, agree as follows.

**Family/Employer:**

**Family's Address:**

**Family's Phone #:**

**Nanny/Employee:**

**Nanny's Phone #:**

**Position:** Nanny

**Start Date:** **of work:** 01/01/2018; **of probationary time:** 11/17/2017

**Nanny's Address:**

**Nanny's Driver's License #:**

**Issued in:** **Expires:**

(Attach photocopy of driver's license.)

**Hours:** depending on Family's teaching schedule

**Monthly Pay:** US 900 by check on 1<sup>st</sup> of the month; free living expenses; free nanny car with gas paid for work-related trips

**Relocation Help:** Family will pay half of Nanny's relocation costs to Clarksville, TN. Agreed upon amount: \$ \_\_\_\_\_ Nanny will provide Family with a PayPal account or a bank account where to transfer the Relocation Help and later, the Wages.

**Nanny's Account Info:**

**Travel Arrangements:** Nanny will be paid if she accompanies Family of travels. Nanny will be paid if she stays home caring for the house/pets while Family travels.

**Living arrangements:** In consideration for services, and in addition to the Pay Rate stated above, the Family provides room and board. A private bedroom with a full bathroom is provided for Nanny's use.

**Expenses:** Nanny shall be responsible for her own cell phone bills. Nanny shall be responsible for all personal effects, toiletries, and sundries. Nanny shall be responsible for gasoline in the event the Family car is allowed to be used for Nanny's personal use.

**Vacations and holidays:** Nanny will receive paid time off for the following holidays if they take place on a weekday: Thanksgiving, Christmas, and New Year's Day. In addition, Nanny will receive one month of paid vacation in Nanny's first 12 months of employment that may be taken with a minimum of three weeks advance notice and may not conflict with the Family's pre-established travel plans. There may be times when Nanny will travel with the Family on vacation. The Family will pay for Nanny's travel and accommodation expenses for any Family vacation in which Nanny is included. During such vacation periods, Nanny may be required to work. In the event the Family goes out of town with the child alone, Nanny will be paid as usual for house- and pet-sitting.

**Sick Time:** If Nanny becomes ill and cannot perform her duties as defined herein, Nanny will not be paid for time off when Nanny is not working due to illness.

**Probation and Termination:** There will be a 30-day probationary period from the Start Date. During the probationary period, the Family will determine whether the relationship is a good fit. If at any time during the probationary period, the Family does not feel comfortable with the match, the Family reserves the right immediately to terminate this agreement. Following the probationary period, this agreement may be terminated immediately by either party for breach or upon two weeks' notice for cause.

**Nanny's Tasks:**

1. Feed, clean, bathe, dress, entertain, and put to bed the baby. Make the baby's bottle and clean up after feeding.
2. Supervise the baby and prevent accidents from happening (especially regarding high back deck, backyard pool, pottery shelves, and basement staircase).

3. Speak in Standard English to baby, who will be raised bilingually. Mother speaks only German with baby.
4. Play with baby and clean up after playing.
5. Drive baby to appointments. Drive mother if need arises.
6. Help the mother with light household tasks.
7. Keep Nanny's room including her bathroom clean. Clean up kitchen after cooking. Make Nanny's own bed each morning and put Nanny's dirty clothes in the laundry room hamper. Do not keep any food or any food containers or wrappers in Nanny's room or in Nanny's garbage as it attracts fruit flies quickly.
8. Help empty all trash from all trash bins and put garbage cans out on the street for collection.
9. Set the alarm over night and when leaving the house.

**Confidentiality:**

During the course of employment, Nanny may be exposed to Family's confidential information, which may consist of financial, career, and/or personal information. All such information is not to be disclosed or discussed by Nanny and shall be safeguarded by Nanny as privileged, confidential information. Failure to uphold this confidentiality agreement shall be grounds for immediate termination.

**Family's Expectations:**

Family expects that Nanny's heart, intentions, and words will be pure and honest in all exchanges between us and the child. We expect that Nanny will approach all situations responsibly, even if an issue is hard to discuss. We expect that Nanny will handle the child with love, respect, and a balance of authority to ensure our wishes and schedules are met. We expect that Nanny will do all her tasks with care and attention to detail. We expect that the tasks listed above will be done by Nanny without having to be reminded. Nanny will take responsibility for being present at the appropriate times and taking care of what needs to be done without being asked. Personal use of the computer, phone, and TV is reserved until all tasks are completed for the specified period. If Nanny is off duty, personal use of electronics is fine. During scheduled work time, Nanny should not be distracted by using electronics.

**Nanny Car Use:** The 2013 red Toyota Camry is provided to Nanny primarily for getting the baby to appointments and running household errands, such as grocery shopping. Prior permission is required for any personal use, such personal errands, and at no time is the vehicle to be driven out of the county limits. Should Nanny get in an accident, she agrees to pay half the amount of the deductible for Family's insurance to have the necessary repairs made.

**Nanny's Guests:** Overnight guests are not allowed unless it has been discussed in advance and permission has been granted.

**Energy Saving:** Simple things mean a lot—like caring enough to conserve electricity by turning off lights, stereos, TV's, or the computer without having to be asked. Taking care to protect the freshness of food to avoid spoilage and waste is important. Family expects Nanny to care about the house and the costs of running it as if Nanny were also responsible for the bills.

**Advance Notice:** If Nanny's plans to stay with Family were to change at any time, Family would like Nanny to notify them immediately, providing them with as much advanced notice as possible, as Family depends on Nanny to perform the job for which Nanny was hired, and finding a suitable replacement usually takes at least a month.

By signing below, Nanny agrees to perform the tasks and meet our expectations above.

Family: \_\_\_\_\_ date: \_\_\_\_\_  
(print name: \_\_\_\_\_ )

Nanny: \_\_\_\_\_ date: \_\_\_\_\_  
(print name: \_\_\_\_\_ )