# Nanny Work Agreements Musts

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*A Nanny Work Agreement Template can be downloaded for free at nanny.org. Search for the Nanny Employer Handbook.*

## BASIC INFORMATION

A Nanny Work Agreement should have basic contact information for both the nanny and employer as well as the name and ages of the children to be cared for by the nanny.

## WORK HOURS

The Work Agreement should outline the normal working hours the nanny is expected to work during the week. It should include any "on-call" hours as well.

## COMPENSATION

The Work Agreement should detail exact hourly wage to be paid, define overtime pay, and clarify guaranteed hours. This should include how often the nanny is paid.

## PAID TIME OFF

The Work Agreement specify how many days or hours of paid time off the nanny has and spell out how many of those days the nanny chooses (as opposed to the days that are the employers choice. Which holidays the nanny has off should also be defined in this section.

## OTHER BENIFITS

Possible other benefits can include health insurance stipend, phone service, money for transportation to and from work, money for continuing education or college, parking, use of family vehicle, mileage reimbursements, and much more.

## TAXES & DEDUCTIONS

The Work Agreement should clearly outline what optional taxes will be covered by the employer and how they will complete payroll.

## EXPENSE REIMBURSEMENT

The Work Agreement should include how the nanny should pay for insidetnals and how those funds will be tracked and reimbursed. If the nanny uses their own vehicle for transporting the children anywhere, the Work Agreement should explain how those miles will be reimburesed.

## TRAINING

This section of the Work Agreement should define any required training that the nanny has to have before starting the job and keep current. For instance, is the nanny required to keep up-to-date with Children's First Aid and CPR? Additionally, are there any special needs the employer wants the nanny to take training on in relation to their children.

## EMERGENCIES

This part of the Work Agreement should explain the process the nanny should take when and if emergencies happen in the home. Who should be called first, what hospital they should go to, etc.

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## JOB RESPONSIBILITIES

The Work Agreement should clearly define what job responsibilities the nanny has both in the care for the children and any housekeeping responsibilities.

## TERMINATION OF EMPLOYMENT

The Work Agreement should include what kind of notice both the nanny and employer should give if when they want to end employment. This section should also include any severance pay offered if the correct notice of termination is not given by the employer and when the nanny needs to vacate the employers property and return items (such as keys).

## USE OF FAMILY AUTOMOBILE

If the nanny uses a family vehicle, this part of the Work Agreement should define which car, what the car can be used for, what special care the car needs to have, etc.

## COMMUNICATIONS

The Work Agreement should explain the frequency and type of communication the employer expects from the nanny. How should schedules be coordinated, what type of details should be included, how often will both employer and employee sit down to connect about the job.

## CONFIDENTIALITY

The Work Agreement should be clear about the confidentiality that both the employer and the employee should hold.

## LIVING ARRANGEMENTS (FOR LIVE-IN NANNIES)

If the nanny lives in the families home, even if just to work overnights, this part should define what furnishings the nanny can expect as well as any rules the employer expects to be followed by the nanny.

## About INA

INA is a volunteer, not for profit educational association that is committed to providing information, education and guidance to the public and to industry professionals. We look to people like you, who are interested in the professionalism of the in-home child care industry, to partner with us and support our efforts.

## JOIN US

For more information on joining INA, please visit our member benefits page on the INA website, www.nanny.org.

If you have questions or comments about INA, please contact us by phone at 888.878.1477 or by email at admin@nanny.org.

## Membership is open to:

Nannies and all other in-home child care providers

Nanny Employers

Nanny Placement Agencies and Staff

Industry Service Providers

Individuals who support the in-home child care industry

Industry Educators

## INA Weekly Blog

Each week, INA distributes fresh ideas and valuable resources for Nannies and Agencies via email. Topics include business solutions for effective agency management, innovations in recruitment and family-client communications, and more. Subscribe here.

## INA Annual Conference

Each year, INA holds an industry conference attended by agencies, nannies and related business partners from around the world. This three-day event features speakers and workshops that help INA members improve business performance, connect with the nanny community, and address challenges and opportunities across a range of issues. Learn more about this year's INA Annual Conference, including our workshop agenda, keynote speakers, costs and dates.