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## Sample Nanny Agreement

**Jane Simkin** (the parent) and **Kim Braun** (the caregiver) have entered into an employer/employee relationship with the obligations and responsibilities as follows:

**Caregiver duties:** Kim will provide childcare for Anna, playing, reading, dressing, feeding, bathing, and other tasks related to her safety and supervision. Duties include light housekeeping related to Anna's activities (cleaning her play area, making her bed, doing her laundry, washing her dishes).

**Terms:** Kim will begin September 1st and will work for one year, unless extended by mutual consent. Should it become necessary for either party to break this contract, both agree to provide at least two weeks notice.

**Hours:** Monday - Thursday, from 8:00 a.m. - 6:00 p.m. If the Simkins request additional hours, Kim will be paid \$15.00 per hour. Kim is not required to provide additional care.

**Regular Pay:** \$600.00 per week, paid weekly on Thursdays. If a shorter than normal week is required solely for the convenience of the Simkins, Kim receives her regular salary based on a 40 hour week.

**Vacation:** After three months, Kim will begin to accrue paid vacation at the rate of one day per month. Kim will clear the dates of her vacation at least 2 weeks beforehand. When the Simkins go on vacation, Kim receives her full pay.

**Sick Pay:** Three paid sick days will be provided.

**Holidays:** Kim will receive full pay for 5 holidays per year: Thanksgiving Day, Christmas Day, New Year's Day, 4th of July, and Labor Day. Kim will work the other Monday holidays, as needed.

**Taxes and Insurance:** A portion of Kim's pay will be withheld in accordance with State and Federal tax laws. The Simkins agree to pay all statutory costs associated with employment, including unemployment and workers compensation insurance.

**Health Insurance:** If by mutual consent, Kim agrees to stay an additional year, the Simkins will pay 75% of Kim's health insurance premiums.

**Parent Obligations:** The Simkins will supply groceries for Kim's meals consumed

during work hours and reimburse Kim for any and all expenses incurred for mutually agreed upon transportation and childcare activities, including gas and regular car maintenance.

**Review:** The Simkins and Kim agree to review this arrangement at least once every three months.

Parent's Employee Identification Number: 04-3219 339

Caregiver's Social Security Number: 345-09-7564

We have read, understood and agree to these conditions and terms.

\_\_\_\_\_  
Jane Simkin

\_\_\_\_\_  
Kim Braun

\_\_\_\_\_  
Date

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