

# Nanny Employment Contract

Name of Employer

Name of Employee

Commencement Date

Work Address

*The employee is to work at the employer's home at or such other place(s) as the employer may reasonably require from time to time.*

Children in Care (Names and Ages)

Hours of Employment

*These hours of work can only be changed by mutual agreement.*

*The employer agrees to give at least 24 hours notification of babysitting requirements.*

Hourly Rate (\$/hour)

Overtime Rate (\$/hour)

Casual Babysitting Hours are

INCLUSIVE OF SALARY       EXCLUSIVE OF SALARY

**Remuneration is Payable**

WEEKLY     FORTNIGHTLY     MONTHLY

**Remuneration will be paid**

BY CASH     BANK TRANSFER

**The position, including the wage will be reviewed every**

3 MONTHS     6 MONTHS     12 MONTHS

**Tax and superannuation are the responsibility of**

THE EMPLOYER     THE EMPLOYEE

*The employee shall be reimbursed by the employer for all reasonable expenses incurred in the performance of duties under this contract. The employee should produce receipts of expenditure. Any reasonable extra travel expenses incurred as a result of working at another location should be reimbursed. Alternatively, the employee will be provided with a kitty for such expenses. If so, a kitty of \_\_\_\_\_ will be provided each week.*

**Number of Paid Holidays (Yearly)**

**Number of Paid Sick Days (Yearly)**

*The employee will give the employer \_\_\_\_\_ notice of any upcoming holidays. The employer will give the employee \_\_\_\_\_ notice of any upcoming holidays.*

**Public Holidays**

- THE EMPLOYEE WILL WORK PUBLIC HOLIDAYS
- THE EMPLOYEE WILL NOT WORK PUBLIC HOLIDAYS

*If the employee is unable to attend work due to sickness or injury she shall (insofar as she is able) promptly notify the employer either in person or by telephone (as appropriate) on the first day of absence.*

*The employee will be required to give and entitled to receive 1 calendar month's notice to terminate the contract. The employer reserves the right to pay salary in lieu of notice. There will be a probationary period of \_\_\_\_\_ weeks during which time the notice period will be 1 week on either side.*

*The employee will have access to the employer's vehicles during work hours.*

*The employee agrees never to smoke while providing childcare to the employer's children. Alcohol consumption is never permitted while on duty.*

*It is a condition of employment that now and at all time in the future as may be required by law the employee shall keep the affairs and concerns of the householder and its business/ transactions.*

*Issues arising should normally be resolved satisfactorily through the course of regular communication. However should this not be the case the following will apply:*

- *If the employee has any grievances against the employer, they have the right to go direct to the employer who agrees to deal with the grievance in a fair and reasonable manner.*
  
- *If the employer deems disciplinary actions to be appropriate then the procedure will be:*
  - *Stage 1 – Formal Verbal Warning*
  - *Stage 2 – Written Warning*
  - *Stage 3 – Dismissal*

*The procedure may be entered at any stage depending on the severity of the issue. Examples of misconduct which would bring about disciplinary action would include breach of confidentiality, acts or omissions adversely affecting the child's well-being, consistently failing to maintain standards or follow instructions, unreliability in time-keeping or attendance.*

*The following are grounds for immediate termination with cause:*

- *Allowing the children's safety to be compromised*
- *Inconsistent or non-performance of agreed upon job responsibilities*
- *Dishonesty or lying to Family*

- *Misuse of Family automobile*
- *Breach of confidentiality clause*
- *Persistent tardiness of more than 15 minutes without valid reason*
- *Smoking or consumption of alcohol while on duty*

*This contract can be changed or amended if both parties agree*

Name of Employer

Name of Employee

Signature of Employer

Signature of Employee

Date of Signature

Date of Signature

*This contract is intended as a guide only. Any information provided, while given as a broad guide with the best of intentions should not be substituted for professional advice.*