

Southern Nannies

- 1) This Agreement is between the following parties:
 - a) Nanny/Employee:
 - b) Parents/Employer:
- 2) This Agreement is to define and mutually agree upon the following terms, provisions, and conditions for the care of the following children and pets: Caroline, Lauren and Eva (dog).
- 3) **Job Schedule:**
 - a) **Start Date:** Contract is for 1 year of service.
 - b) **Scheduled Work Days:** Scheduled days are Monday – Friday.
 - c) **Scheduled Hours:** 7:30a.m.to 6:00p.m. A certain measure of flexibility is important, as the schedule may vary on occasion.
 - d) **Hours Per Week:** The Nanny will work up to 10.5 hours per day not exceeding 52.5 hours per week. Any time worked beyond 50 hours will be paid at an hourly rate of \$12.00 per hour.
 - e) **Travel:** The Nanny will not be traveling with Parents.
 - f) **Place of Business:**
- 4) **Job Compensation:**
 - a) **Pay/Pay Schedule:** The Nanny shall be paid a salary of \$557.00 per week. Payments will be made on the Thursday of each week. The Payment/salary will remain the same even if less than 52.5 hours are worked in any given week unless other wise noted under this agreement (i.e. Inclement weather or unpaid time off)
 - b) **½ day Schedule:** On the Friday's the Parents leave town, hours will be "banked" for later use. Two hours= one hour of additional care during a weeknight with prior (at least 24 hours) notice and can include overnights. They will not exceed 50 hours per year.
 - c) **24 hour duty:** Occurring on two normal workday's Nanny will be compensated for by adding additional daytime hours at the rate of \$12.00 per hour and covering the time the children are sleeping will be a flat rate of \$60 per night. Occurring on two scheduled days off will follow the same compensation as the normal workdays.
 - d) **Performance Bonus:** The Nanny shall be eligible for a Quarterly Bonus that is based upon performance and is at the discretion of the Parents.
 - e) **Annual Review:** The Nanny will receive quarterly bonuses.
 - f) **Annual Raise:** The Nanny shall receive an annual raise of \$0.50 per hour increase
 - g) **Reimbursement:** The Nanny shall be reimbursed for incidental expenses reasonably and properly incurred while carrying out duties under this agreement.
 - i) The Nanny is required to provide receipts and to account for all expenditures. A petty cash fund will be available for use.
 - ii) The Nanny will be reimbursed at the rate of \$0.50 per mile for any work-related errands and children's activities incurred using her vehicle. Nanny will keep track of mileage daily and get reimbursed Thursday of every week.
 - h) **Unpaid Days:** In the event that the Nanny is unable to report to work due to illness or other personal reasons and does NOT have paid PTO or Vacations days available, those days will be unpaid.
 - i) **Inclement Weather:** In the event that the Nanny is unable to report to work due to inclement weather, those days will be unpaid.
 - j) **Taxes and Insurance:** The Nanny is responsible for withholding all state and federal income taxes from her own paycheck. Insurance (i.e. health, etc) will not be provided.
- 5) **Vacation/Holidays/PTO/Unpaid Sick Days/YMCA:** The Nanny will be provided with the following:

- a) **Vacation**: The Nanny will be entitled to ten (10) paid vacation days per year.
 - i) Vacation time will be earned after the first two (2) months of employment.
 - ii) Both weeks of vacation must coincide with Parent's vacation
 - iii) The Nanny will get paid in full for any additional vacation taken by Parents.
 - iv) Parents are required to give Nanny at least 2 months notice for their two weeks of vacation dates- all other dates two week notice.
 - v) Vacation Days must be taken in whole day increments, no ½ days.
 - vi) Paid vacation time cannot be accrued from one year to the next nor is pay for unused vacation time to be expected.
- b) **Paid Holidays**: The following ten (10) Federal Reserve Holidays are paid holidays for the Nanny: New Year's Day; Martin Luther King Jr. Day; President's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Friday after Thanksgiving; Christmas Day; day after Christmas.
- c) **Paid Time Off (PTO)**: The Nanny will be entitled to three (3) PTO Days
 - i) PTO Days will be earned after the first three (3) months of employment.
 - ii) PTO Days may be used for sick, vacation, or personal time.
 - iii) PTO Days must be taken in whole day increments, no ½ days.
 - iv) On days when the Nanny wished to use PTO days the family will be notified no later than 7:00 am on such day.
- d) **Unpaid Sick Days**: Days not worked by the Nanny (outside of approved Vacation, Paid Holidays, or PTO) will result in those days being unpaid.
- e) **YMCA Membership**: Full YMCA membership will be provided to the Nanny during the length of employment. Five (5) hours per week of use is available during weekdays in addition to the use of the YMCA's Child watch services. The Nanny may NOT leave the premises of the YMCA while the children are being watched.
- 6) **Job Responsibilities**: Specific Nanny Responsibilities and Duties are those relating to childcare only, such as providing loving and responsible care for the children of the family. This care includes, but is not limited to the following:
 - a) **Certification**: The Nanny will keep CPR and First Aid Certification current while employed with the family.
 - b) **Meals**: The preparation and serving of healthy breakfast, lunch, snacks and dinner (if applicable) to the children. During the week, the Nanny will prepare a list of items needing to be purchased.
 - c) **Dressing - including changing of diapers, and hygiene**. The Nanny shall ensure that the children are properly dressed for the activities in which they are engaged, and the weather that they are exposed to. The Nanny will be required to give the children baths as needed. The Nanny shall help the children learn about personal hygiene to include: learning to dress themselves, potty training, brushing teeth after each meal, etc., as well as aiding them in learning to clean up when they are done playing.
 - d) **Learning Activities**: The Nanny will strive to teach the children proper manners, speech, the basics of counting, their ABCs, shapes, colors, courtesy, sharing, and neatness, as their development permits.
 - e) **Nap-time**: The Nanny shall do her best to ensure that the children get their proper nap time.
 - f) **Daily Journal**: The Nanny will provide a written daily journal of the day's activities.
 - g) **Recreation**: The Nanny shall play with the children to encourage speech and personality development. Activities may include but aren't limited to trips to the library, story time, the YMCA or Discovery Place. The Nanny will ensure that all play is supervised, and that the children are never left unattended and without direct supervision.
 - h) **Firm Guidance**: The Nanny shall be firm but loving with the children. Time-outs shall be used as the method for discipline. The Nanny will discuss the need for behavioral modification and suggested solutions with the Parents.

- i) **Transportation:** The Nanny shall transport the children to and from parks and special events mainly using the Family vehicle and occasionally using her own transportation and child seats provided by the Parents. The nanny may take the children and dog on walks to and from the park, etc. in close proximity to the home.
- j) **House Keys/Security System:** Keys will be provided during the hours that the Nanny is working to allow her to take the child for a walk. The nanny will be trained on the alarm system and provided the pass code/password.
- k) **Guidelines for Releasing Children:** Under NO circumstances will the Nanny release a child to any relative, neighbor, family friend or friend's parent without the employee's direct authorization to do so.
- l) **General Household Maintenance:** The Nanny will be responsible for the following domestic duties:
 - i) **Kitchen:** Daily cleaning of the kitchen area, of all highchairs and dishes that are used by the children and the Nanny
 - ii) **Play Area:** Daily picking-up of toys and clothes in the children's play areas and throughout the house.
 - iii) **Dog Walking:** Daily walks of the dog in neighborhood with children. Nanny will "pick up" after dog while on walks. Weather permitting; not below 40 degrees and not exceeding 100 degrees
 - iv) **Mail:** The Nanny will pick up the mail on a daily basis and place it in respective areas.
 - v) **Bedrooms:** The Nanny will be responsible for making beds daily. Changing station should be stocked with diapers and wipes. Children's closet should be well organized and toys are to be placed in the appropriate location (i.e. toy bin or closet).
 - vi) **Children's Bathroom:** The Nanny will make sure that counters and mirrors are wiped dry after hand washing and teeth brushing.
 - vii) **Groceries:** The Nanny will pick up groceries weekly and compile a list of any newly needed items.
 - viii) **Laundry:** The Nanny is responsible for the clothes/bedding of the children. This includes changing, washing, folding and putting away the clothing and linens.
 - ix) **Dry Cleaning:** The Nanny will pick up dry cleaning (delivered to house
 - x) **Service Personnel:** The Nanny will coordinate timing of service personnel for services such as carpet cleaning, plumber, and electrician as best suited to her schedule.
- 7) **Medicine:** The Nanny shall administer medication, including over-the-counter medications to the children. All medicine administered by the Nanny must be logged with exact dosages and the time given so that no overdosing can occur.
- 8) **Emergency Situations:** In the case of any emergency, the Nanny will contact the Parents immediately. If necessary, the Nanny must not hesitate to call 911 or the Poison Control Center. If the Parents cannot be reached, the Nanny is to contact someone on the emergency contact list. If the situation warrants immediate action or if the phones are inoperative, the Nanny may try to get assistance from the neighbors. A list of phone numbers will be posted for emergency use.
9. **General House Rules:** The rules listed below must be followed. To make an exception to any of these rules requires the verbal consent from one of the Parents or the presence of an emergency situation.
 - a. No visitors, except on prior notification and approval of the parents.
 - b. No service or maintenance personnel whatsoever inside the house unless specified by the Parents.

- c. No long distance or collect calls, except in the case of an emergency or previous notification of the Parents.
 - d. Only short and occasional local calls (during nap times or other free times).
 - e. The Nanny is to answer the telephone and check messages daily
 - f. Smoking is prohibited.
 - g. Drinking alcohol is prohibited.
 - h. Report any suspicious visitors or phone calls to the Parents immediately.
 - i. The Nanny must inform the Parents if she is feeling ill.
 - j. Both the Parents and the Nanny are to maintain a play area for the children that is free from potential dangers, i.e. choking/strangulation hazards, breakables within children's reach, etc.
10. **Communication:** Good communication is essential. Problems and issues with the children's behavior, routine, Nanny's duties, or other matters should be brought to the attention of the Parents as soon as they occur. Likewise, if the Parents have any problems with the aforementioned issues, the Parents should bring them to the attention of the Nanny as soon as they occur. The Nanny promises to be honest and up-front with the Parents regarding all aspects of the children's care and in return asks the same of the Parents.
11. **Confidentiality:** During the course of your employment, you may legitimately see, hear or otherwise become privy to information about our family. It is understood and agreed that all information relating to the parents, including but not limited to financial, household or career, is confidential information which may not be disclosed to anyone without the written consent of the undersigned parents. It is also understood that a failure to abide by this agreement may, at the parent's discretion, result in immediate termination.
12. **Notice to Quit/Termination:**
- a. The Nanny agrees to provide the Parents with at least 4 weeks notice prior to leaving employment and the Parents agree to provide at least 4 weeks notice before terminating the Nanny.
 - b. Upon notice to terminate this agreement, the Nanny promises to provide as much assistance to the Parents to secure high-quality child care and the Parents promise to be a reliable reference for the Nanny for any future job she may seek so long as this agreement has not been violated.
 - c. If the Nanny is terminated without cause and or notice, the Parents are obligated to provide 2 weeks of severance pay.
 - d. If the Nanny is terminated for cause, no notice or severance will be given.
 - e. If the Nanny's employment is terminated, she will not be entitled to unused paid vacation time or PTO days.
13. **Amendment:** This agreement may be amended in writing from time to time upon the agreement of all parties. No amendment or modification shall be valid unless it is in writing and signed by all the parties.
14. **Governing Law:** This agreement shall be governed by and interpreted in accordance with the laws of the State of North Carolina. And all parties understand the terms in this contract, and understand that disregard of these terms is grounds for termination of this contract.
15. **A Signed Agreement** represents that the following parties mutually agree to the job conditions and description as outlined in this agreement.

Parent: _____ Date: _____

Parent: _____ Date: _____

Nanny: _____ Date: _____