

Sample House Help-Family Employment Agreement

This contract between the hiring family: _____ (herein known as Family) and the child care provider _____ (herein referred to as house-help) shall be in force for one year from the date of signature of both parties. Family and House-help hereby agree to a one-year employment commitment unless House-help is terminated for cause. Both parties agree to give at least four (4) weeks notice before job termination unless House-help is terminated for cause. Although this agreement outlines the key duties of the House-help, it is not all-inclusive and from time to time the house-help may be asked to perform additional duties that contribute to the safety and well being of the children and /or house -keeping.

Work Hours and Dates:

House-help will provide childcare and house keeping from Monday through Saturday during the hours of _____ A.M. and _____ P.M. House-help agrees to work a standard time frame of _____ hours per week that shall be referred to hereafter as a standard work-week.

Compensation:

House-help shall receive a salary of Kes. _____ per month. House-help shall be paid by cash or any other agreed form.

Job Responsibilities:

House-help agrees to perform the following checked duties as requirement of her employment:

- Put the absolute safety of the children first before all other responsibilities.
- Tend to children's basic needs such as bathing, dressing, changing diapers, brushing teeth, and afternoon naps.
- Administer medicine to children as directed by Family.
- Prepare meals for children during scheduled hours; clean up kitchen and dining table when completed.
- Participate and supervise activities with children, which would include: games, walks, play dates, playground outings and reading to children daily.
- Limit television/video and computer games as directed by family.
- Keep a daily House-help journal with a narrative of the children's meals, naptime, etc

(All checked items are additional job responsibilities that apply to this agreement)

- ☐ Keep the children's bedrooms and play area clean and organized; which includes making the beds, vacuuming carpet, cleaning and disinfecting toys, etc
- ☐ Clean children's laundry (clothes and bed linens).

- Grant access to home for service personnel- cable/telephone repairman, pest control, package delivery, housekeeping and maid services, etc.
- Meal preparation for Family.
- Feed and care for Family pets-daily.
- Grocery shopping
- Make beds-entire home.
- Clean kitchen and empty dishwasher-daily.
- Clean interior windows and mirrors: bi-monthly.
- Clean, dust and vacuum entire house: bi-monthly.
- Clean Family's laundry-weekly.
- Run errands- dry-cleaning, grocery store, etc, when necessary.

Vacation/Sick Pay/Holidays:

House-help agrees to use best efforts to give Family at least twelve (12) hours notice before being absent due to illness. House-help understands Family does not provide medical insurance. If House-help takes un-accrued vacation or sick days off, it is at the Family's discretion to allow the hours to be made up in the future or deducted from the House-help's bi-monthly check. Accrued but un-used vacation and sick pay shall be paid at the House-help's standard compensation rates at the termination of House-help's employment.

Confidentiality:

House-help understands that any and all private information obtained about Family during the course of her employment, including but not limited to medical, financial, legal, career and Family's assets are strictly confidential and may not be disclosed to any third party for any reason.

General:

House-help understands Family has a smoke free home and that smoking by House-help or House-help's guests is never permitted in the home. House-help agrees never to smoke while providing childcare to Family's children even on walks, trips to playground, outside activities or field trips. All guests must be pre-approved by Family before being allowed entrance into Family's home. Alcohol consumption is never permitted while House-help is on duty. House-help hereby certifies that House-help does not use illegal drugs and understands that such use is cause for immediate termination.

Termination:

The following are grounds for immediate termination with cause:

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

- D. Stealing
- E. Misuse of Family, electronic, automobile etc
- F. Breach of confidentiality clause
- G. Unapproved guests.
- H. Smoking or consumption of alcohol while on duty.
- J. Illegal drug use.

Family hereby agrees to be fully bound to the terms of this contract.

Family Signature: _____

Date: _____

House-help hereby agrees to be fully bound to the terms of this contract.

House-help Signature: _____

Date: _____