

# Nanny Share Contract

This contract, executed on.....(date)

between the employers ....., .....

and the employee (nanny).....

has the following terms of employment, binding for a minimum of 12 months from the date of execution.

**Employment commencement date**.....

## **Work hours**

Family 1.....am.....pm      Family 2.....am.....pm

## **Work days** (please circle)

Family 1   Mon/Tue/Wed/Thu/Fri/Sat/Sun      Family 2   Mon/Tue/Wed/Thu/Fri/Sat/Sun

## **Wages** will include

.....per/hour total families.....family 1.....family 2

In the event that one family requires a less proportion of hours care within a day, the other family will be responsible for paying the nanny her sole charge rate of.....per/hour for the external hours. Remuneration will be paid on .....each week/fortnight.

## **Overtime**

Both families are responsible for adhering to the specified hours set within this contract. Any overtime will be paid as extra at the sole charge rate, and a minimum of 24 hours notice should be agreed upon with the nanny. Additional hours will be paid at sole charge rate of \$......p/hr, logged in 30 minute increments.

## **Tax** (circle one)

- a. PAYG paid by family 1
- b. PAYG paid by family 2
- c. PAYG split between family 1 and family 2
- d. the nanny has and ABN and will be responsible for her own taxes

## **Superannuation** (circle one)

- a. nanny works less than 30 hours per week therefore is not entitled to super
- b. 9.25% super will be paid by family 1
- c. 9.25% super will be paid by family 2
- d. 9.25% super will be split between family 1 and family 2

**Annual leave**

The nanny will be entitled to .....paid days holidays per year at the nanny share rate. The dates for the holidays will be as follows

.....  
.....

**Sick days**

The nanny will be entitled to .....paid sick days per year. The nanny must give at least 5 hours notice of sickness. In the event of the children being sick, the families will notify the nanny beforehand. If either family opts not to use the nanny for any reason not inclusive of annual leave including sickness, the full hourly nanny share rate will still be paid to the nanny.

**Place of employment** (please circle)

The nanny shall carry out care of the children at the residence of

- a. family 1                      b. family 2                      c.alternate between 1 and 2

The address/s where this care will take place is.....  
.....

The children requiring care covered in this contract of employment include

Family 1 .....Family 2.....

**Job expectations** (please tick)

Duties to be carried out by the nanny include:

caring for the children including nappy changes, preparing bottles, bathing, initiating developmentally appropriate activities

administering requested medication when necessary

organise paid child-related activities (eg. art/dance/music/sport classes)

children's washing

preparing nutritious meals for the children

cooking family meals family 1 family 2

unstacking dishwasher

keeping general areas tidy respective of how they were on arrival

extra errands such as banking,dry cleaning drop off, light grocery runs

**Medication**

The nanny will administer required prescription medication to the children as directed on the packaging. The medication must be in its original packaging with the child's name and dosage clearly stated.

I give permission for the nanny to administer non-prescriptive medication such as Panadol and Nurofen to control pain and fever:

Family 1 yes/no (circle one)

Family 2 yes/no (circle one)

The nanny has been informed of any known allergies that pertain to the children, with direction and understanding of how to deal with them.

**Accidents**

The nanny will write up an incident report in the event of any accident which causes reasonable harm to any of the children whilst in her/his care. The report shall include time, date, probable cause of accident, other people involved and any treatment given.

**Visitors**

No visitors unknown to the families shall attend the homes where care is being taken place without prior verbal consent from both families. The nanny shall also obtain prior consent to be a visitor in other peoples home with the children in attendance.

**Car usage** (please circle)

The nanny will be permitted to use the car from

- a.family 1
  - b.family 2
  - c.both families depending on place of care  
and has been added onto the relevant insurance policy.
- or

The nanny will use her own car.

Petrol allowance will be calculated weekly at

65cents/km for small car

75cents/km for large car

**Car seats** will be provided by (please circle)

- a. family1
- b.family 2
- c. both families

**Cots** will be provided by (please circle)

- a. family 1
- b. family
- c. both families

**Food** for the children will be provided by (please circle)

- a. family 1 (family 2 will pay food allowance in hourly rate)
- b. family 2 (family 1 will pay food allowance in hourly rate)
- c. alternate each week dependant on location of care
- d. each family will provide packed meals for their child

**Outings** (please circle)

The nanny will be encouraged to take the children on local outings.

A double stroller will be provided by

- a.family 1
- b.family 2
- c.both families

**Termination of employment**

In the event that this contract requires termination, a notice period of 4 weeks will be given from either family and/or the nanny.

**Agreement signatures**

.....family 1

.....family 2

.....the nanny

“We welcome the nanny and shared family into this arrangement with honesty and flexibility, respecting all aspects of this contract to maintain a successful nanny share arrangement.”

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