**EMPLOYMENT AGREEMENT**

This agreement is made on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

between

|  |  |
| --- | --- |
| **EMPLOYER** | **PERSONAL ASSISTANT** |
| Name | Name |
| Address | Address |

TERMS OF EMPLOYMENT

1. **The employer will require and the personal assistant will supply \_\_\_\_\_\_ hours per week with the following general services provided ( and others as needed)**

a)

b)

c)

d)

e)

f)

g)

h)

i)

j)

1. **The Personal Assistant will maintain a weekly schedule as outlined below with adjustments as needed and with advance notice as much as possible.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Morning** | **Afternoon** | **Evening** | **Sleepover** |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |
| Saturday |  |  |  |  |
| Sunday |  |  |  |  |

1. **The Personal Assistant agrees to the following compensation for services performed: [insert hourly wage]. [OPTIONAL] Additional compensation will be provided as benefits:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL ASSISTANT RESPONSIBILITIES**

1. **The Personal Assistant also agrees to the following:**
2. Follow and respect the direction given by the person/family/guardian
3. Assist employer to maintain documentation and records required including all necessary paperwork to secure mandatory payroll deductions from my pay,
4. All documentation and records are the property of my employer
5. Documentation and records will be kept confidential.
6. Documentation and records cannot be released without permission from the employer and any records will be returned to the employer when my employment ends,
7. Participate in any meetings if requested to do so by my employer
8. Participate in regular reviews and provide pertinent information for accountability of supports and quality assurance
9. Maintain a valid Standard Level First Aid/CPR certification if requested
10. Provide a criminal reference check if requested
11. Provide documentation of valid driver’s licence and vehicle insurance
12. Abide by the home rules (Attachment A)
13. **The Personal Assistant agrees to the following regarding [insert name] rights:**
14. Ensure human rights will be protected as those of any other citizen under the Canadian Charter of Rights and Freedom and the Ontario Human Rights Code,
15. Provide a safe, nurturing and respectful environment,
16. Protect from harm or abuse (physical, verbal, emotional, sexual or financial) that demeans, hurts or infringes on personal rights or dignity or places [insert name] at risk to personal health and safety,
17. Immediately report any knowledge or suspicion of harm or abuse

**EMPLOYMENT RESPONSIBILITIES**

1. **The Employer agrees to the following:**
2. Compensate the personal assistant in a timely manner
3. Treat the personal assistant with respect
4. Assure proper training and required information is provided in order for the personal assistant to carry out their work
5. Share additional training opportunities that become available. [OPTIONAL: if employer will provide or share cost for training]
6. Provide ongoing feedback to assure that I am receiving the supports I need
7. Conduct an evaluation of the performance of the personal assistant at minimum once a year

**TERMINATION AND REVIEW OF AGREEMENT**

1. Both parties have the right to terminate the agreement with two week notice in writing. The notice period can be varied with mutual agreement.
2. The agreement may be terminated without notice if there is any breach of the fundamental terms of this agreement, such as wilful misconduct, any harm, neglect or abuse of [insert name], breach of confidentiality, inability to honour the terms of this contract, or failure to provide services in accordance with this agreement.
3. The agreement will be reviewed at least once a year. It can also be reviewed sooner at the request of either party.

Signed on this date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Personal Assistant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Print**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature** **Signature**