

— The —  
**Nanny Tax**  
— Company —

Work Agreement

This agreement, dated \_\_\_\_\_, between \_\_\_\_\_ and \_\_\_\_\_, outlines the understanding between them regarding the care of \_\_\_\_\_ and other matters. \_\_\_\_\_, and \_\_\_\_\_ agree as follows:

- Hours.** \_\_\_\_\_'s work hours are \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m., Monday through Friday. Because \_\_\_\_\_ must take a train to work at a particular time, it is important for \_\_\_\_\_ to arrive at work on time.  
  
\_\_\_\_\_ will make every effort to make sure that \_\_\_\_\_ does not have to work past \_\_\_\_\_ p.m. \_\_\_\_\_ understands, however, that sometimes \_\_\_\_\_ may not be able to get home by p.m. On the condition that \_\_\_\_\_ do everything they can to keep these times to a minimum, \_\_\_\_\_ agrees she will work past \_\_\_\_\_ p.m. if her schedule permits. \_\_\_\_\_ will notify as soon as possible if they expect that they will not be home by \_\_\_\_\_ p.m., and they will pay her \$ \_\_\_\_\_ per hour for any time she works beyond her normal \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. Schedule.
- Net Wages.** \_\_\_\_\_ will earn net wages of \$ \_\_\_\_\_ per week. She will be paid once every week, on \_\_\_\_\_ night, with a \$ \_\_\_\_\_ check. \_\_\_\_\_ agree to pay \_\_\_\_\_ every week, even if she has not worked at the request of \_\_\_\_\_, or because of vacation, sick or personal days. After one year, \_\_\_\_\_ will receive an increase in salary to be negotiated at that time.
- Social Security and Medicare.** \_\_\_\_\_ will pay \_\_\_\_\_'s Social Security and Medicare payments on \_\_\_\_\_'s behalf as required by law.
- Taxes.** \_\_\_\_\_ will pay estimated federal and state income taxes to the government on \_\_\_\_\_'s behalf, based on her net wages of \$ \_\_\_\_\_ per week, and assuming that she would file her tax return individually while claiming one exemption.

\_\_\_\_\_ 's gross wages will be the sum of: (a) her net wages per week,; (b) the Social Security and Medicare payments made on \_\_\_\_\_'s behalf; (c) the estimated federal and state income taxes paid on \_\_\_\_\_'s behalf. At the end of the year, \_\_\_\_\_ will report to the government the gross wages reported and taxes paid. It will be \_\_\_\_\_'s responsibility to file her federal and state income tax returns based on the gross wages that \_\_\_\_\_ report to the government.

Depending on a number of factors unknown to \_\_\_\_\_ (for example, \_\_\_\_\_'s total household income, deductions, etc.), there may be some discrepancy between the amount of estimated taxes paid by \_\_\_\_\_ on \_\_\_\_\_'s behalf and the amount owed based on her individual circumstances. In that event, any additional taxes owed to the government based on \_\_\_\_\_'s individual circumstances will be \_\_\_\_\_'s responsibility. Likewise, any tax refund obtained from the government based on \_\_\_\_\_'s individual circumstances will be \_\_\_\_\_'s to keep and \_\_\_\_\_ will have no right to this refund.

- Vacation.** \_\_\_\_\_ will have two weeks (10 days) paid vacation each year. If she wishes, \_\_\_\_\_ may take her two week vacation all at one time. However, \_\_\_\_\_ will use her best efforts to coordinate this vacation when \_\_\_\_\_ take vacation. Likewise, \_\_\_\_\_ promise to consult with \_\_\_\_\_ before making any vacation plans.

6. **Holidays.** \_\_\_\_\_ may also take one day vacation on the following ten (10) additional holidays:  
New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day.
7. **Sick Days and Personal Days.** \_\_\_\_\_ may take sick or personal days without losing pay, for situations involving her own illness or due to family emergencies. \_\_\_\_\_ promises to notify \_\_\_\_\_ as soon as possible if she thinks she may not be able to work due to illness or family emergency. Rather than specify a maximum number of sick days or personal days that \_\_\_\_\_ may receive, \_\_\_\_\_ simply ask \_\_\_\_\_ to use her best judgement in this regard and not abuse the privilege.
8. **Medical Benefits.** \_\_\_\_\_ is responsible for her own health insurance and medical bills.
9. **Transportation.** \_\_\_\_\_ will use her own car to travel to and from work and for any activities or errands that \_\_\_\_\_ agrees to do that require the use of a car.
10. **Child Care.** At all times, the priority is \_\_\_\_\_. \_\_\_\_\_ will directly supervise \_\_\_\_\_. \_\_\_\_\_ will dress \_\_\_\_\_ as necessary, and change his diapers as necessary. \_\_\_\_\_ will keep \_\_\_\_\_'s room clean and tidy. \_\_\_\_\_ hope and expect \_\_\_\_\_ to speak both English and Spanish to \_\_\_\_\_ as she feels comfortable.
11. **Babysitting.** From time to time, \_\_\_\_\_ may ask \_\_\_\_\_ to babysit, but only if her schedule permits. If \_\_\_\_\_ ask \_\_\_\_\_ to babysit, and \_\_\_\_\_ agrees, \_\_\_\_\_ will pay \_\_\_\_\_ an hourly wage of \$\_\_\_\_\_. .
12. **Kitchen and Meals.** \_\_\_\_\_ will prepare meals for \_\_\_\_\_ during the day. \_\_\_\_\_ Will provide everything she needs for this purpose. \_\_\_\_\_ also may use the kitchen to prepare food for herself as she pleases. \_\_\_\_\_ is not expected to prepare meals for \_\_\_\_\_. Occasionally, however, \_\_\_\_\_ may ask \_\_\_\_\_ to put something in the oven, so it will be ready when \_\_\_\_\_ get home from work.
13. **Activities.** \_\_\_\_\_ will make every effort when \_\_\_\_\_ is awake to interact with him/her. \_\_\_\_\_ encourage \_\_\_\_\_ to read to \_\_\_\_\_. When weather permits, \_\_\_\_\_ will take \_\_\_\_\_ for a walk at least once per day. As \_\_\_\_\_ gets older, there may be times when \_\_\_\_\_ ask \_\_\_\_\_ to take to activities in town during the day. Such as activities connected to the church, the library or the park district.
14. **Journal.** To the extent that time permits, \_\_\_\_\_ would appreciate \_\_\_\_\_ to record briefly \_\_\_\_\_'s basic activities during the day in a journal. \_\_\_\_\_ hope to use this journal not only to monitor how much \_\_\_\_\_ is sleeping and eating during the day (so \_\_\_\_\_ know how much sleeping and eating \_\_\_\_\_ should do during the night), but also to ask \_\_\_\_\_ about things he did during the day.
15. **Household Chores.** \_\_\_\_\_ expect that \_\_\_\_\_ will not only be a caregiver for \_\_\_\_\_, but also will help \_\_\_\_\_ spend more time with \_\_\_\_\_ when they are not working. Therefore, as time permits, \_\_\_\_\_ expect that \_\_\_\_\_ will help out by doing the following household chores: (a) washing and folding laundry for all members of the family; (b) cleaning up after meals with \_\_\_\_\_; (c) dusting; and (d) watering household plants. \_\_\_\_\_ Promise not to abuse \_\_\_\_\_'s willingness to help out, and will not consider \_\_\_\_\_ a substitute for a maid. \_\_\_\_\_ Also understand that, from time to time, \_\_\_\_\_ may not have time to perform these tasks because the attention demanded by \_\_\_\_\_. Again, at all times, the priority is \_\_\_\_\_ .
16. **Errands.** \_\_\_\_\_ understands that, from time to time, \_\_\_\_\_ may ask \_\_\_\_\_ to run an errand during the work day, or to take \_\_\_\_\_ somewhere. For example, \_\_\_\_\_ may ask \_\_\_\_\_ to pick up their dry cleaning, or to do some grocery shopping.

17. **Personal Visitors.** \_\_\_\_\_ do not mind if, from time to time \_\_\_\_\_ has personal visitors during the work day, so long as this does not become a regular practice and \_\_\_\_\_ does not abuse the privilege.
18. **Telephone.** To the extent that she can, \_\_\_\_\_ will answer the telephone during the day, but will not tell any unknown person that we are away from home or when she expects us to return. \_\_\_\_\_ is free to use the telephone for personal calls during the day with the understanding that she will not abuse this privilege.
19. **Television.** At this time, \_\_\_\_\_ do not wish \_\_\_\_\_ to watch television. If \_\_\_\_\_ is asleep, and \_\_\_\_\_ feels are no other tasks to attend to, she may watch television, with the understanding that she will not abuse this privilege.
20. **Communication.** \_\_\_\_\_ and \_\_\_\_\_ agree to communicate as soon as possible with each other regarding any concerns or issues that any of them may have with any aspect of their relationship. Through constant and clear communication, we look forward to a mutually beneficial and happy working relationship.
21. We have read and understand this agreement.

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(employer name)

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(employer name)

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(employee name)