

# Household Employee Work Agreement

A household employee work agreement is a detailed outline of the employment engagement. It establishes a clear understanding between you, as the employer, and your employee regarding their duties and responsibilities and helps reduce the likelihood of issues and misunderstandings during their employment. A household employee work agreement will also set the tone of your working relationships with open and clear communications.

Follow these tips as you prepare your own household employee work agreement.

## Writing a Household Employee Work Agreement

- Take your time and thoughtfully consider what to include in the work agreement.
- If you are using a placement agency, get their advice and input.
- If you plan to use a standard work agreement template, customize it to suit your household's specific needs.
- Specify the nanny's schedule, wages, benefits, and job responsibilities.
- If there is a time frame for employment (i.e. temporary placement), include those dates in the agreement.
- The agreement should be easy to read and understandable by all parties involved.
- Consider including a confidentiality clause that extends during and after employment.

## Implementing a Household Employee Work Agreement

- Once completed, discuss the work agreement with the employee and answer any questions and concerns they may have.
- If the employee expresses a concern that can't be resolved, recommend that the employee seek their own legal counsel.
- You and your employee should sign and date the agreement. Provide a copy to your employee and keep a signed copy in the employee's file.
- The agreement should be in place prior to the employee's start date.
- If working with a placement agency, send them a signed copy for their records.

Creating a household employee work agreement can be complicated and time consuming. We're here to help. Feel free to call us at (800) 929-9213 or email [Questions@GTM.com](mailto:Questions@GTM.com) with your questions or concerns. We'll help you take the guesswork out of creating a work agreement and save you hours of time.