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## **NANNY EMPLOYMENT CONTRACT**

THIS EMPLOYMENT CONTRACT (the "Agreement") is made on [Insert day, month, year]

BETWEEN:

[Insert name of the parents who are to be the employer's names and address]  
the "Employers"

AND

[Insert name of the nanny]  
the "Employee"

WHEREBY IT IS AGREED as follows:

### **1. Period of Service**

The employee's period of service commenced on the [Insert day, month, year]. No employment with a previous employer shall count as part of the period of continuous service.

### **2. Position**

The employee will be employed in the position of Nanny.

### **3. Duties**

**3.1** The employee's duties will require her to look after the employer's children during the hours stipulated in clause 5 and undertake all duties associated with the care of the children. These will include, but are not limited to, encouraging the general

development of the child/children, teaching skills such as dressing, reading, writing, telling the time etc and playing with the child/children.

**3.2** The employee shall also ensure that the child/children attend all medical, health visits and dental appointments as the employers may direct from time to time.

**3.3** The employee will also be required to keep the nursery, bathroom, and kitchen clean and clean these rooms each day after use by the children and to undertake the laundry and ironing of the children's clothes and the polishing of the children's shoes on a regular basis. The employee will not be required to do any housework or ironing for the remainder of the family.

**3.4** The employee is also required to undertake shopping for food and other items for the household and will be required to cook meals for the child/children.

**3.5** In addition the employee's duties may include some babysitting in the evenings and at weekends which will be notified to the employee wherever possible at least in advance. The employers will respect any prior engagements that the employee may have and make every possible effort to make alternative babysitting arrangements where necessary.

**3.6** In addition to the above duties the employers may ask the employee to undertake any other reasonable duties that they discuss with the employee.

#### **4. Place of Work**

**4.1** The employee shall work at the family's home address and at such other places, as the satisfactory discharge of her duties shall require.

**4.2** Time spent by the employee travelling to or from their place of work (such place of work as directed by the employer) shall not constitute working time and shall not count as hours worked and shall accordingly not be paid time.

#### **5. Hours of Work**

The employee's normal hours of work and the time allowed for lunch or break periods shall be as per Schedule 1. In addition, the employee shall on reasonable prior request by the employers be required to work such hours outside her normal working hours for which she will receive an extra gratia payment of [Insert amount in words and numbers, e.g. £120, One Hundred and Twenty Pounds] per day. For the avoidance of doubt, the employee shall not be required to work in excess of the working week as set out in the Working Time Regulations 1998 (as amended), unless agreed in writing that this limit should not apply.

#### **6. Probationary Period**

**6.1** The employee shall work for a trial period of three months, and this shall be the probationary period. The employment may be terminated by the employee or employer on [Insert amount of notice, e.g. one month's] notice in writing at any time

during or at the immediate end of the probationary period or by payment in lieu of notice. If the employer deems it appropriate this probationary period may be extended by giving notice to the employee in writing.

**6.2** During the probationary period either party may terminate the contract without notice if the other party is in serious breach of the contract.

## **7. Salary**

**7.1** The employer shall pay the employee a gross salary of [Insert amount in words and numbers, e.g. £20,000, Twenty Thousand Pounds] per year. Paid monthly on [Specify day in the month]. Any changes to salary will be notified to the employee in writing.

## **8. Expenses**

Upon being presented with proof of payment of the employee's expenses incurred by her in performing her duties the employers shall reimburse the amount of these expenses to her at the end of each month. The employer will meet the following expenses:

[Insert list of expenses that will be covered, e.g. mother and toddler groups and travel expenses]

**Sample document – the remaining are clause headings only**  
**Full document contains all clauses**

## **9. Holidays**

## **10. Sickness and Disability**

## **11. Use of Car**

## **12. Qualifications, Experience and Training**

## **13. Notice**

## **14. Pension**

## **15. Grievance Procedure**

## **16. Disciplinary Procedure**

## **17. Severability**

## **18. Prior Agreements**

## **19. Jurisdiction**

## **SCHEDULE 1**

Employee's Working Week:

[Insert normal workplace working week, e.g. Monday] to [Friday]

Employee's Hours of Work:

[Insert normal hours of work, e.g. 9am] to [5pm]

Employee's Hours of Lunch or Break:

[Insert normal times of lunch or work break, e.g. 1pm] to [2pm]

SIGNED by the employer:

[Insert employer name]

Signature: \_\_\_\_\_

SIGNED by the employee:

[Insert employee's name]

Signature: \_\_\_\_\_

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