

SAMPLE EMPLOYMENT AGREEMENT

(NOTE: Employment Agreements MUST match the tasks in the Service Plan and Task List.)



This agreement is between:

Employer: _____

Employee: _____

Date: _____

Duties:

1. Help with dressing, grooming, and personal hygiene.
2. Do laundry, including towels and sheets as needed.
3. Help with house cleaning and cooking from time to time.
4. Help with transportation from time to time.
5. Do other duties as needed (for example, take out trash).

Work Policies:

1. I understand that I will be paid **only** for hours worked at a rate of \$____ per hour.
2. If I do not show up more than twice without letting my employer know ahead of time, I may lose my job.
3. I will give two weeks' notice when I must miss work or change any work schedule that was already arranged.
4. I will always clean up the area where I worked before I leave.
5. I will only use supplies that I am told to use and I will tell my employer when supplies are running low.
6. I understand that I will have a two-week probation period beginning on the date below.

7. I understand this is a professional relationship and personal issues are not to be brought to work.
8. I understand I am not to talk on my cell phone when I am at work.
9. The employee can end this contract by giving two weeks' notice.

Privacy Rules:

1. I will always knock on the door (except early in the morning) and the bedroom door every time I need to enter before entering. I will not enter until told to do so.
2. I will always come to the house alone unless my employer tells me ahead of time that I may bring someone else.
3. I will only open drawers, cabinets, or doors in the house as instructed.
4. I will only answer the telephone when I am asked to do so.

Property Rules:

1. I will use my employer's property **only** when I am instructed to.
2. I will go into places in the house **only** when and if I am asked to or with permission.
3. I will come to the house **only** when my employer is home unless my employer tells me differently.
4. I will provide my own food and meals, I will not eat my employer's food unless my employer tells me differently.
5. I will pay for the fuel that I use in my vehicle.

Employee_____

Date_____

Employer_____

Date_____