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*We are pleased to provide this exclusive eNanny
Success Kit.*

*Inside this kit you will find all of the tools that
professional nanny agencies use. Buckingham
Nannies, one of the nation's premier nanny
agencies, designed these tools to help create a
complete hiring process.*

*With this kit - and your instincts - you should
be able to hire the perfect nanny for your
family.*

~ Ken Myers
President
eNannySource.com

GUIDELINES FOR NANNY EMPLOYERS

This guide is to be used by both parents and nannies to confirm a good match, to clarify expectations and to create and solidify an agreeable working arrangement. When issues come up in the nanny and employer relationship, they hardly ever have to do with the children or the quality of care the nanny provides. In general, most issues have to do with misunderstandings and miscommunication between the parents and the nanny. Most of the issues that arise could be avoided if they were discussed prior to the commencement of the working relationship. eNannySource recommends that parents and nannies put into writing the employment terms agreed upon.

General Issues

This guide helps parents and nannies clarify and solidify the working agreement. This guide is designed to be used once you've interviewed a nanny candidate and are seriously interested in hiring her.

Consider these questions when clarifying your working arrangement:

- What is the nanny's weekly rate of pay? Is this gross or net? Is it compliant with the Fair Labor Standards Act? What is the nanny's pay schedule? Will direct deposit be used? Will a payroll company be used? What benefits are you offering? Hammering out the details of the salary package can help ensure both the nanny and the parents have a clear understanding of compensation, benefits, and tax responsibilities.
- What about taxes? Nannies are employees of the parents for whom they work. They are not independent contractors. Will the family be responsible for withholding and paying the nanny's portion of taxes, as well as their own?
- What are the nanny's duties and responsibilities? Professional nannies normally are responsible for all tasks related to caring for the children, including keeping the children's areas neat, clean and organized and doing the children's laundry. While some nannies may agree to do more housekeeping related chores, adding housekeeping chores to the nanny's job is a major cause of nannies leaving their positions.
- What does the family expect the nanny to do with the children? Is she allowed to take them on age-appropriate outings? Will she help potty train the child? How much TV can be watched daily? What programs? Clarifying your expectations will help the nanny understand what is and what is not acceptable.
- How detailed of a "debriefing" is expected at the end of the day? Is the nanny required to keep a daily log? Connecting at the end of each day and keeping a daily journal fosters a relationship with open communication.
- What about holidays and vacations? Typically, nannies receive one to two weeks of paid vacation and 8 to 10 paid holidays off per year. Will the nanny and employer take vacations at the same time?

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- What happens when the family travels without the nanny? Nannies are typically paid 52 weeks per year. When the family travels without the nanny, by their choice, she is entitled to pay. Unplanned and unpaid time off is a reason many nannies leave their positions. With mutual agreement, the nanny may be able to take her vacation time at the same time as the family.
- What happens when the family travels with the nanny? Families tend to think of travel as a perk for the nanny, but nannies often think of travel as particularly difficult and stressful. Specific travel arrangement, duties and compensation should be worked out well in advance of any trip. If the nanny is expected to work above and beyond her normal schedule, she should be compensated. All of her expenses should also be paid.
- What about car use? If the nanny is using her personal vehicle for work related purposes she should be reimbursed the mileage rate set forth by the IRS. The nanny should also ensure that her insurance policy covers work related use and the transportation of children. If the nanny will be using the family's vehicle, the parents should ensure the nanny is listed as a covered driver. You'll also want to clarify if the nanny can use the vehicle during her off hours.
- Do nannies expect raises? In general, nannies are given on average a 5% annual raise. In addition, a high percentage of families provide an end of the year or holiday bonus, equal to one week or more of the nanny's salary, depending on how long the nanny has been with the family.
- What is the nanny's weekly schedule? On average, nannies work 40 to 60 hours per week. When does overtime kick in? All nannies must be paid for each hour worked. Live-out nannies must be paid overtime for any hours worked over 40 in a 7-day period. Live-in nannies in some states are also entitled to overtime.
- How flexible is the nanny's schedule? Do you often have to stay late at work with little notice? Is she available for babysitting or overnight care? How much will she be compensated for this work? Solidifying your expectations when it comes to flexibility can prevent issues down the road.
- Are live-in nannies always on call? Just like live-out nannies, live-in nannies have a typical work schedule. Live-in nannies work, on average, 10-12 hours per day, 5 days per week. The nanny's hours are consecutive and any "downtime" during the day count towards the nanny's consecutive hours.
- What if I need my nanny to work late? If you require your nanny to work late, ask her in advance, when possible and pay her as agreed upon. Most nannies are willing to be flexible with proper notice.
- What accommodations do I need to provide my live-in nanny? Live-in nannies are typically provided a private bedroom and bath at minimum.
- What about food? While food must be provided for live-in nannies, parents and live-out nannies must decide how they will handle the nanny's meals. Is she allowed to eat with the children? Should she pack her lunch?
- Will the parents provide the nanny with a cell phone? What are the terms and conditions? Clarify expectations so that your nanny knows when, how often, and how much she is allowed to use the phone.