



PAID CARE PROVIDER WORK AGREEMENT **Chapter 2 of *The Complete Eldercare Planner***

Include the following information in a work agreement created between you and anyone hired to care for your elders:

Today's Date

Name and contact information of Employer

Name of Employee

Address

City/State/Zip

Telephone Numbers

Emergency Contact

Social Security number

Salary, payment method, terms of payment (weekly, bimonthly)

Benefits (meals, entertainment allowance, vacation, insurance)

Expenses, transportation fees, reimbursement procedures

Record keeping/taxes

Work schedule and timekeeping methods

Length of service

Personal days and sick days

Holidays/make-up time

Job description

Emergency procedures

Worker's emergency contacts (names, day and evening telephone numbers)

House rules (include policies on smoking, drinking, foul language, tardiness, absence without notice, visitors and guests, property territorial limits/restrictions if any)

Termination of employment (two weeks, two warnings)

Reasons for termination (theft, carelessness, failure to carry out duties, violation of house rules, physical or verbal abuse)

Procedure for quitting job

Employee signature and date

Employer signature and date