

**4. State the usual hours of work and how overtime will be handled.**

Describe what will happen if you need the work schedule to be flexible (e.g. shift work, on-call schedule, etc.) How much notice will you give the caregiver about changes in the usual work schedule?

Your agreement will need a statement like this:

The caregiver will work \_\_\_\_\_  
from \_\_\_\_\_ until \_\_\_\_\_. The  
\_\_\_\_\_ days of the week  
start time end time  
total number of hours of work per week will be \_\_\_\_\_ hours. Overtime will be paid beginning at \_\_\_\_\_ (time) at a rate of \_\_\_\_\_.

**5. Statutory holidays**

You and the caregiver need to agree about statutory holidays. General Statutory holidays include New Years Day, Good Friday, Victoria Day, Canada Day, British Columbia Day, Labour Day, Thanksgiving Day, Remembrance Day and Christmas Day. Will s/he have these days off? Are the days off with or without pay?

Contact Employment Standards, B.C. at 1.800.663.3316 for more information about your responsibilities as an employer.

**6. Vacation**

Describe what will happen if the family goes on vacation. Will you pay the caregiver as usual? Will this be considered her paid vacation time? How much notice do you want the caregiver to give you about her vacation days? Generally employees are entitled to at least 2 weeks of vacation time each year. Vacation pay must be at least 4% of the employee's total wages for the year.

**7. Sick leave**

What will happen if the caregiver is ill? Will you provide paid sick leave for the caregiver? If so, how many days per month or year? What will happen if you are sick?

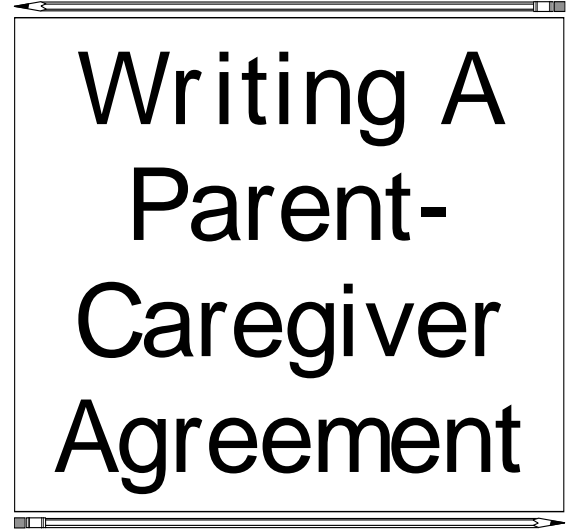
**8. House rules**

Describe rules about smoking, drinking, meals, personal visitors, use of the telephone, use of a car, areas of the home that are off limits to the caregiver, appliances and other equipment the caregiver is permitted to use.

**9. Signing the Agreement**

Provide spaces at the end of the agreement for your signature, the caregiver's signature and the date. It is important for both of you to sign the agreement at the same time.

***This brochure is available in:***  
Chinese, English, Farsi, French, Punjabi,  
Spanish and Vietnamese



Produced by  
Westcoast Child Care Resource Centre  
3<sup>rd</sup> Floor – 210 West Broadway  
Vancouver, BC V5Y 3W2  
604.709.5661 1.877.262.0022  
www.wstcoast.org

Funded by  
Province of British Columbia

## What Is A Parent-Caregiver Agreement?

A written agreement describes what you will do as the employer and what the caregiver will do as an employee. It identifies specific details that reduce the chance of misunderstanding and conflicts later on.

The written agreement does not have to be complicated. It can be written in plain language that both you and the caregiver can understand easily. The more detailed the written agreement is, the easier it is for each of you to know what is expected.

This pamphlet makes some suggestions of what to include in your written Parent-Caregiver Agreement.

1. Begin the Agreement with these kinds of statements:

a) This Agreement is between \_\_\_\_\_  
parent(s)  
and \_\_\_\_\_ beginning \_\_\_\_\_  
caregiver date of employment

b) If the caregiver wishes to stop providing care s/he will give the parent at least \_\_\_\_\_ weeks notice.

c) If the parent wishes to end this agreement, s/he will give the caregiver at least \_\_\_\_\_ weeks written notice or \_\_\_\_\_ weeks pay unless there is cause for immediate dismissal.

Causes for immediate dismissal include:

- i) risking the health, safety or emotional well-being of the child(ren) through negligence;
  - ii) breaking the trust relationship with parent(s);
  - iii) causing wilful damage or loss to the parent's property;
  - iv) breaking the terms of this Agreement.
2. Describe the caregiver's general responsibilities.

What do you expect the caregiver to do for and with the child?

For example:

- the kind of activities you expect him/her to plan and supervise.
- taking the child(ren) to and from school, preschool, lessons, programs, appointments, etc.
- household chores you expect the caregiver to do.
- information about the child(ren), their activities and the household you want the caregiver to share with you each day.

3. State the caregiver's pay and the deductions you will make as the employer.

You have responsibilities as an employer when you have an in-home caregiver. This may include making deductions on the caregiver's behalf for income tax, Canada Pension Plan and Employment Insurance. Contact Canada Customs & Revenue Agency to determine what these obligations are. You also need to find out what your responsibilities are regarding Workers' Compensation.

Your agreement will need a statement like this:

The parent(s) will pay the caregiver \$ \_\_\_\_\_ per \_\_\_\_\_  
month/week/day/hour.

The parent will pay the caregiver on the \_\_\_\_\_ day of each \_\_\_\_\_  
Month/week/day.

In considering how much to pay an in-home caregiver, and for numbers to call regarding tax remittance and Workers' Compensation, refer to the pamphlet, *Deciding on a Fair Wage for Your In-Home Caregiver*.