



# EMPLOYER/EMPLOYEE AGREEMENT



This agreement is to be completed and signed by both parties to establish the terms of employment. It is required to be on file of the employee forms, and both, employer and employee should maintain copies.

**Employee:** I agree to carry out my duties and responsibilities as explained by my employer, and to report to work on time. I will give as much advance notice for any time off due to emergencies and/or when I need time off. Will give two weeks written notice should I decide to terminate my employment.

**Employee Name (Printed):** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Employer:** I agree to treat all employees in a professional, business-like manner and to recognize the value of their services to me. I will give sufficient notice for any work schedule changes and will try to meet the needs of employees for personal time off with sufficient notice.

**Consumer Name (Printed):** \_\_\_\_\_ **Consumer ID#:** \_\_\_\_\_

### Work Schedule

**Employee Start Date:** \_\_\_\_\_

Service Code:		Service Code:		Service Code:	
Hourly Rate: \$		Hourly Rate: \$		Hourly Rate: \$	
Days	Hours	Days	Hours	Days	Hours
Sunday		Sunday		Sunday	
Monday		Monday		Monday	
Tuesday		Tuesday		Tuesday	
Wednesday		Wednesday		Wednesday	
Thursday		Thursday		Thursday	
Friday		Friday		Friday	
Saturday		Saturday		Saturday	
<b>Total</b>	_____	<b>Total</b>	_____	<b>Total</b>	_____

Please indicate the relationship of the employee to the consumer to determine whether the employee is exempt from employer taxes and certain employee taxes (Medicare, Social Security, Federal and State Unemployment Taxes) Companion Services and live-in employees may not earn overtime.	<input type="checkbox"/> Consumer's parent or step-parent
	<input type="checkbox"/> Consumer's spouse
	<input type="checkbox"/> Consumer's child or stepchild under age 21
	<input type="checkbox"/> Any employee under age 18 – unless they are in the business of providing the specific in-home service
	<input type="checkbox"/> Not applicable
Does the employee live with the consumer?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Following are specific duties discussed, understood and agreed to:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have read and fully understand this employment agreement.**

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**Employee's Signature**

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**Date**

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**Employer's Signature**

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**Date**