

## Employment contract: Nanny position - Korevec Family

Kathy and Kelly Korevec (the parents) and Maria Karolyna Almeida (the caregiver) have entered into an employer/employee relationship with the obligations and responsibilities as follows:

**Caregiver duties:** Maria Karolyna Almeida will provide childcare for Finn and Ella, including feeding, playtime, transporting to activities, bathing (when necessary), and other tasks related to their safety and supervision. Duties include light housekeeping related to Finn and Ella's activities (cleaning the play area, washing dishes, doing children's laundry, cleaning their room, cleaning their bathroom, keeping the car picked up from toys and other crumbs, maintaining organization of toys in the garage, etc.).

Activities can be incorporated into the daily schedule at Maria Karolyna Almeida's discretion. While it is preferred to know planned activities in advance, Maria Karolyna Almeida may take the children to new activities of her choosing, provided they take place in clean, safe environments. Activities that Maria Karolyna Almeida is uncomfortable with should not be embarked upon. This is to maintain the safety, comfort, and sustainability of the daily schedule.

**Terms:** This contract goes into effect on January 20th, 2025, as Maria Karolyna Almeida continues her employment with the Korevec family. Should it become necessary for either party to break this contract, both agree to provide at least two weeks' notice; however, if Maria Karolyna Almeida's employment is terminated due to cause or concern for the safety of the children or non-compliance with the house rules, the Korevec family reserves the right to terminate her with no recourse or severance. Maria Karolyna Almeida reserves the right to immediately terminate for cause without any advance notice due to failure from the Korevec family to provide a safe work environment or due to failure from the Korevec family to remit payment within 14 days of notice that payment was not received on the due date.

**Hours and Guaranteed Time:** Monday - Friday, from 8:00 am - 5:00 pm (45 hours per week). Hours will be tracked daily, and Maria Karolyna Almeida will be paid for hours worked with the understanding that a 45-hour work week is guaranteed.

The Korevecs guarantee a minimum of 45 hours of work per week at the agreed-upon hourly rate, to be paid regardless of the actual hours worked within that scheduled timeframe, unless Maria takes pre-approved time off that exceeds the allocated vacation time.

The Korevecs will provide 2 weeks notice if they are to be out of town or on vacation for more than 10 consecutive days.

Maria Karolyna Almeida will receive one hour/day for downtime, lunch, etc. to be taken while children nap and/or coordinated with the parents.

**Regular pay:** \$37/hour paid weekly on Fridays.

**Vacation and Time Off:** Maria Karolyna Almeida will receive 2 weeks (10 working days) of paid vacation per year. Vacation time of 2 or more consecutive days must be coordinated with the Korevecs at least one month in advance. The Korevecs will provide at least 30 days notice of their summer plans that may affect the work schedule.

**Paid Holidays:** Maria Karolyna Almeida will receive the following paid holidays off:

- New Year's Day
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

**Privacy:** Any photos or videos taken of the children are solely for parents' viewing purposes and should not be shared online or in person with any persons outside the Korevec family. Privacy is expedited regarding any family affairs within the Korevec family. Maria Karolyna Almeida will likely overhear work conversations from Kathy Korevec, and it is expected that these remain private and not shared or talked about outside the house or with family. Refusal to abide by privacy rules will result in immediate dismissal from the position.

**Parent obligations:** The Korevecs will reimburse Maria Karolyna Almeida for any and all expenses incurred for mutually agreed upon transportation and childcare activities. Further, the Korevecs will provide a small cash supply or credit card for any costs that may be incurred during the course of care. A car will be provided for any transport of the children.

**Medical Information:** ● Hospital: UCSF Medical Center 1100 Van Ness Avenue San Francisco, CA (Children's Emergency Department available at this location)

For life-threatening emergencies, closest emergency room is:

UCSF Parnassus Campus

505 Parnassus Ave

San Francisco, CA

- Pediatrician: Dr. Saken 2645 Ocean Ave #355 San Francisco, CA
- Medications:
  - Tylenol: 5ml every 4 hours as needed
  - Benadryl: 3.5ml every 6-8 hours as needed
  - Any medications must be pre-approved by parents and properly documented
- Insurance:
  - A photo of the children's medical insurance cards will be provided to Maria Karolyna Almeida for medical emergencies. Insurance is Anthem Blue Cross.

**Discipline Guidelines:**

- Practice "kind, not nice" philosophy following the Brat Busters approach.
- Tantrums should be ignored unless safety is a concern.
- Consequences for misbehavior include removal of privileges (toys, iPad, etc.) at caregiver's discretion.
- Time outs and removal of toys and privileges (toys, iPad time, etc.) are consequences for misbehavior are to be used for rule violations, specifically:
  - Hitting (siblings, caregiver, parents, or dogs)
  - Other aggressive behaviors
  - Not listening
  - Not following rules
  - Miss-treating you or anyone else (including dogs)
  - Throwing toys
  - Drawing on walls, tables, furniture
  - Miss-treating household furniture
- When in doubt about discipline, err on the side of being more strict (we don't practice gentle parenting).

## House rules:

### General

- No drinking or smoking during work hours.
- Don't let the dogs out the front door, and always check to make sure they're secure before opening doors (front door, side gates, and garage door).
- Always check to make sure the garage door fully closes after opening it.
- Try to keep the car tidy. There's a vacuum in the glove compartment if needed. Wipes are usually in the back.
- If running late from an activity (like at the end of the day), share ETA with Kathy.
- Text for questions if Kathy or Kelly are in a meeting at work - otherwise, it's completely fine to come into the office and ask questions, but for separation, it's probably easier to text.
- Kids aren't allowed on the 3rd floor during the day.
- Keep kids out of Kathy's office - the door should remain locked during the day.

### Hygiene and Home Care:

- Wash your's and the kids hands when returning home.
- Remove shoes at the door when returning home.
- Kids must pick up their own toys and throw away their own trash.

### Screen Time and Quiet Time:

- iPads are permitted during quiet time and car rides.
- Limit screen time during other parts of the day unless children are unwell.
- Finn has quiet time instead of naps.

- Ella's naps should not exceed 90 minutes - wake her after this time.

Safety first:

- Children are not allowed to open the front door unless they have permission and are supervised.
- Always cross the street holding onto hands or the stroller.
- 3rd-floor balcony is not safe for kids - don't let them out there, if they do go upstairs, always watch them.
- Take them on outings you feel comfortable doing.
- Check the diaper bag for a first aid kit and other supplies like water, snacks, extra clothes etc., before going out.
- Emphasize safe street rules (no running ahead, hold hands to cross, wait for the person light, etc.)

Review: The Korevecs and Maria Karolyna Almeida agree to review this arrangement regularly.

We have read and understood these conditions and terms.

Kathy Korevec \_\_\_\_\_ Date \_\_\_\_\_

Maria Karolyna Almeida \_\_\_\_\_ Date \_\_\_\_\_