



BABYNURSE

Sample Offer of Employment

Today's Date

Projected Start Date:

Length of Employment:

Compensation:

(Minus the deductions required by law. Payments to be made via direct deposit and around employer's normal payroll schedule. Babynurse is not paid when she is off on her breaks away.)

Additional:

Dear

We are pleased to confirm our offer of employment with the _____ Family, the "Employer"), commencing upon the date of the birth of the _____ baby, but in any event no later than _____ (such commencement date, the "Start Date").

1. Duties and Responsibilities

You will perform services as a Baby nurse for the baby. Among your responsibilities will be providing ongoing training and education in infant/child development of the baby. You have been selected for this position because of your more than _____.

Your schedule may vary from week to week, and you agree to be flexible to meet the needs of the family, but it is anticipated that you will work seven days per week for each of the first three to five weeks, followed by a few days off, and then seven days per week every other week. This schedule will require you to reside in the _____ homes in _____ and _____ with possible travel to _____ and various other locations. Subject to Paragraph 3 below, it is anticipated that this arrangement will continue for _____.

2. Compensation and Benefits

You will be paid at the rate of _____ per day, minus the deductions required by law, which will be payable in equal semi-monthly installments through the Employer's regular payroll.

All travel arrangements and payment for travel are to be provided by Employer. This includes securing airline travel as well as ground transportation to and from the airport, to the Employers and the Babynurse's residences. You will be covered by the Employer's workers' compensation, short-term disability and unemployment insurance policies to the extent required by law.

You will accrue two (2) Paid Time Off ("PTO") days per month during your engagement which may be taken, to the extent accrued, during your five days off as described in the above cycle. In absence of accrued PTO days, your days off will be unpaid.



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Agreed and Accepted By:

Date:

3. At-Will Employment

Your employment will be on an “at-will” basis. This means that either you or we may terminate your employment at any time and for any reason. However, it is anticipated that your engagement will last for . You are requested to give one week’s notice of your intent to resign before the end of the six month period, and we will do the same if we elect to terminate your employment, unless your employment is terminated for misconduct. Once notice is given by either party, we will have the option of paying you for the notice period and dispensing with your services.

4. Conditions of Employment

This employment offer is contingent on your agreement to the following:

- You will submit to drug testing and/or a background check, if requested by the Employer at any time prior to or during your employment.
- As required by federal immigration law, on your first day of work you will be required to complete an I-9 form and provide original documentation to establish your authorization to work in the U.S.

5. Compliance with Employer’s Policies

You will be required to comply with all of the Employer’s policies, both written and oral, that exist at the time of your hire and that may be adopted during the course of your employment.

6. Dispute Resolution

Any legal or statutory disputes between you and the Employer that may arise during your employment or that relate to the termination of your employment that cannot be resolved informally will be resolved in accordance with the Dispute Resolution Policy attached to this offer letter.

7. Jurisdiction

This agreement is governed by the laws of New York State. Please evidence your agreement to the above by signing both of the two originals given to you and returning one to me and retaining one copy for your records.