

ADDENDUM

SAMPLE WORK AGREEMENT

Live-In Addendum items

(Incorporating the following guidelines into your written agreement will help to create a clear and thorough outline of your Live-In employee's responsibilities and expectations. Remember that these details may not be applicable now, but your needs and relationship will change over time.)

No Lease or Leasehold Interest

This is a live-in position. Employee will be paid as set forth in the Work Agreement to which this Addendum is attached. Living quarters are being provided as part of the position and no rent payments are due to the Employer. This work agreement does not constitute a lease, the parties do not intend to enter into a lease, and Employee shall have no leasehold interests in the living quarters. Employee will vacate immediately upon any termination of employment, regardless of the reason or grounds for termination, if any.

Automobile

If the employer supplies an automobile, the employee (*will / will not*) be responsible for gas used for non-work related driving.

Board

The employee will be given (*full board minus personal toiletries & alcohol / a weekly grocery allowance of _____ / the board has been covered in the salary and is the responsibility of the employee*). The employee (*may / may not*) use the common kitchen facilities during non-working hours. The employee (*is / is not*) required to help prepare and clean up when invited to dine with the employer.

Accommodations:

The employee will be provided with a minimum of private room and a (*private /shared*) bath. The employer (*will / will not*) supply furniture and linens. A private phone will be provided by the (*employer / employee*) and the line will be installed (*under the employer's name / under the employee's name*). The basic monthly charges are the responsibility of (*the employer / the employee*). Charges incurred over the basic monthly charges are the responsibility of the (*employer / employee*). A television (*will / will not*) be provided for the employee's personal use.

Use of private areas:

Specified areas considered the employee's private accommodations are as follows:

Such designated areas (*are / are not*) open to the employee's guests (*with / without*) the employer's permission. Such designated area (*will / will not*) be cleaned by outside help.

Use of common areas:

Common areas are areas open to all and are as follows:

Common areas are to be used by the employee (*at any time with reasonable consideration of others in the home / whenever not previously occupied by the employer or the employer's guests / whenever the employer is not at home / only when the employee is working*). Common areas may be used to entertain the employee's guests (*at any time with reasonable consideration of others in the home / whenever not previously occupied by the employer or the employer's guests / whenever the employer is not at home / with the employer's permission only*). Out of consideration, the employer and employee will do their part to keep common areas tidy.

Stipulations:

The employer covenants that the employee's private areas are, to the best of his or her knowledge, clean, safe, sound, and healthful. The employee agrees to take good care of the premises and of the furnishings therein, and upon termination to deliver up to the employer the premises and furnishings in good order, normal wear and tear expected.

Specific areas considered the employer's private area are as follows:

Respect of private areas and private property: The employer and the employee will respect the privacy of others by (*knocking and waiting for an invitation before entering private areas / not entering private areas when not occupied without advance notice except in an emergency*).

Should the candidate require air travel to move to a position, the employer (*is / is not*) responsible for the airfare required to move to the position. The employer (*will / will not*) pay for the return airfare if the contract is terminated by the employer for a no-fault reason. The employer (*will / will not*) pay for the return airfare if the contract is terminated by the employee.

General house rules:

- Overnight guests: Can the candidate entertain overnight guests? If so, under what circumstances?
- Curfew: Is there a household curfew for work nights and / or weekends? Is the candidate expected to notify the employer should they be away from the house for the night?
- Housekeeping: Discuss your expectations regarding the tidiness of the employee's room and / or living area.