

## LIVE-IN CAREGIVER PROGRAM – (SAMPLE CONTRACT)

<b>Employer/Employee General Information</b>		
Employer: Name _____ Address _____ Telephone - home (____) _____ - _____ - work (____) _____ - _____ Revenue Canada Employer No. _____	Employee: Name _____ Address _____ Telephone - home (____) _____ - _____	
<b>Job Description</b>		
Child Care      yes      no	Number of Children _____	Ages of Children _____
Elderly Care    yes      no	Disabled Care                      yes                      no	
Care/Responsibilities/Duties	Describe: <hr/> <hr/>	
Housekeeping Responsibilities	yes              no	Describe: _____
Will employee be required to provide pet care?              yes      no      Additional Responsibilities?              yes      no		
Description of the house and household (number of rooms, household members, etc.) <hr/> <hr/>		
<b>Wages and Working Conditions</b>		
<i>Wages and working conditions must reflect provincial employment standards and prevailing wage rates</i>		
Gross Wage of \$ _____ weekly _____ monthly	Hours of work _____/wk Day(s) off _____/wk (which days off)	Frequency of pay ____ weekly ____ biweekly ____ monthly
Overtime rate _____/hr	To be paid after _____ hours	Schedule of hours _____
The employer agrees to provide the employee with information regarding wages and types and approximate amounts of deductions from pay.		
Weeks of vacation with pay _____/yr	Paid general holidays _____	
Other leave _____	Days of paid sick leave _____/yr	
Cost of room and board \$ _____	To be paid _____weekly _____monthly	
Accommodation:		
Furnished Private Room      yes      no	Locked      yes      no	Private Bath      yes      no
Medical Coverage _____	Other Benefits _____	
Airfare Included    yes    no	Details: _____	
Income tax deductions will be taken at source		
Contributions will be made by employer to Canada Quebec Pension Plan and to Employment Insurance		
Duration of employment _____		
<b>Terms of Separation:</b>		
The Employer and Employee agree to abide by provincial labour standards regarding written notice of termination of employment. (It is recommended that a copy of the relevant portions of provincial labour standards be attached as an appendix) Amendments to this contract must be made in writing and agreed to by both parties.		
<b>Signature of Employer:</b> I certify that the duties outlined above are accurate and correct. I will abide by provincial labour standards. I will provide a Record of Employment on termination of employment.	<b>Signature of Employee:</b> I have read the undertaking and understand it.	
_____ Signature                              _____ Date	_____ Signature                              _____ Date	