

Work Agreement Checklist

Note: this checklist relates to the Work Agreement presentation in the NHEA's e-learning center at nhea.scribestudio.com

- √ An experienced employment attorney should review your work agreement. As you are preparing the agreement, keep these few tips in mind.
- √ Think clearly about what to include in the work agreement, and if using an agency, get its input.
- √ Be concise. There is no room for ambiguity in the phrasing of the work agreement.
- √ If using a standard work agreement template, customize it to suit the household's specific needs.
- √ Leave no stone unturned. Include everything the job will involve.
- √ Once written, discuss the work agreement with the employee.
- √ Make sure the employee signs and dates the agreement, and receives a copy.
- √ Be sure the agreement is in place prior to the employee's start date.
- √ The agreement should be signed and dated by both the employer and employee, and it should be witnessed.
- √ An agreement should be written so it is understandable by a high school graduate.
- √ Font size must be a minimum 10-point size.
- √ Agreement should cover all essential facts.
- √ Put important passages in boldface.
- √ Specify time periods and note reasonable limitations.
- √ A confidentiality clause may be included in the work agreement. This clause extends during and after employment with the household.
- √ If the employee expresses a concern, the employer should recommend that the employee seek his or her own legal counsel.
- √ Provide a signed copy to the employee and file a signed copy in the employee's personnel file.
- √ If working with a third party, such as a placement agency or attorney, send a signed copy to the third party for his or her records and for safekeeping.