Contracts

Once you have recruited a Personal Assistant it is important that you issue them with an Employment Contract. An Employment Contract can avoid any future disputes between you and your Personal Assistant. The contract should give a clear explanation of the terms and conditions of employment. These could include:-

- When they will get paid and how much
- Their holiday entitlement and how much notice they need to give
- Hours/Days of work
- Sick Pay

There should be two copies of the contract, one for you the employer and one for your Personal Assistant the employee. The contract should be signed by you both and dated. The contract should be kept on record and updated accordingly. It is a good idea to review your contract together annually.

Being a good employer

Induction:

An Induction is a good opportunity to ensure you have a good working relationship with your Personal Assistant. It is important that there is a clear understanding from both what is expected and any questions are answered. The induction should take place before the Personal Assistant starts work. This will ensure any training obligations have been fulfilled and the Job description is clear.

- The induction is a good way to get to know each other, explain the kind of lifestyle your family have and what attitudes and approaches you expect them to adopt while working for you. Many problems can be avoided in the future if expectations from both yourself and your child’s personal assistant are made clear from the beginning.
- The induction is a chance to decide how future conversations will take place and what the mechanisms will be to make sure that happens effectively. It is important that there is a method to have two way conversations regularly and as needed, but there should also be an opportunity to have more in depth two way conversations. This could happen through having regular supervisions.
- During the Induction it may be helpful to devise a checklist to ensure you cover everything. This could include things like medication, how it is administered and where it’s kept.
equipment and materials are kept and maybe what is your child’s likes or dislikes or if there are areas or activities that the Personal Assistant cannot take the child to or do with them.

**Supervisions:**

Supervisions are meetings where you are able to discuss the performance of your personal assistant. Your first supervision meeting should take place after the first month, so as you and your personal assistant are able to raise any issues and deal with them quickly. It will also give you both enough time to identify with any additional training needs. Subsequent supervision could take place every month if required or up to six monthly.

- Be open and ask your Personal Assistant for their thoughts on any of the tasks or duties you have set for them. They may have some good ideas, which might improve the way things are done.
- Ask them questions like what’s working well or not so well, is there anything they are worried or concerned about. You could also ask if they feel they need to improve or learn more about any aspect of their job, you could discuss training opportunities.

Reviews and updating of contract, monitoring and performance