

Negotiation Guide

1. Prepare the offer

It's likely you won't know the final 'offer' until you meet THE ONE and Negotiations don't always end up the same as what you initially planned. Nannies often have their own expectations about the engagement that they will bring to the negotiations. You just need to understand how each request will affect the budget and admin time and decide if it's something you're willing to compromise on.

Employment type - Will the nanny be a casual, part-time, or full-time employee?

Full-time employee - Full leave entitlements offered, hours must be 38+/week, time in lieu can take place instead of penalty rates, guaranteed rostered hours, paid hourly or on salary.

Part-time employee - Annual and sick leave offered on a prorated basis, paid hourly, rostered hours are guaranteed, your minimum hours can vary (usually the average amount), time in lieu can take place instead of penalty rates, unworked public holidays are paid.

Casual employee - Higher pay rate, no leave entitlements, you don't have to guarantee hours, paid hourly, shorter notice periods, penalty rates apply for working outside of ordinary hours, unworked public holidays are unpaid.

Will the nanny be paid for their lunch break?

Remember the nanny often can't leave the role location during their break as they need to maintain supervision of the children. Consider paying them for their meal break to compensate for this.

Is the pay cycle weekly, fortnightly, or monthly?

Weekly is usually best but discuss this with your nanny. Your payroll pricing may increase with more

Cancellations - What happens in the event that you cancel the shift?

- How much notice will you give the nanny for a cancellation?
- If the nanny is casual or a contractor, will you still offer some/all of the pay?

How will the annual leave be managed?

- It is expected both parties will take leave for holidays. A good idea might be to let each party choose when to use half of the leave allocation.
- Are you planning any leave that will fall outside of their leave allocation?

Vehicle allowance - Is the nanny using her car for the role?

Be sure to check with the relevant KM allowance for all work based travel.

Household expenses - How does the nanny manage funds for expenses?

- Most families leave petty cash for the nanny and the nanny notifies when the cash stash is low.
- Some families open a bank account for the nanny and provide them with the card. The family transfer as needed and the transaction record is an additional layer of record keeping.

Hour Management

- How will the roster and timesheets be managed?
- Penalty rates apply if the nanny works outside of ordinary hours (7am - 7pm), on public holidays, and over full-time hours. Parties may negotiate time in lieu instead.

Illness - What are the expectations if either party is sick?

Everyone has the right to know any illness from the other party. It's hard to make a policy on this but we recommend a conversation for both parties so you can ensure everyone is on the same page.

NOTES: