



# PORSE Nanny Share Guidelines

Sharing a PORSE Nanny allows families to afford more hours for less money. While a Family Share provides many advantages to participating families, a successful relationship depends on agreeing on the 'ground rules' first.

Before entering a family share arrangement, all families in the arrangement need to discuss and reach agreement on the following:

- **In whose home/s the care will take place and when?** For example, will the care always take place in the same home? Week about? Mondays and Tuesdays in one home, the remainder of the week in the other?
- **What is in the Nanny's job description?** Each family can set different expectations, provided those different expectations are clearly defined in the job description. For example, one family may require ironing to be done each day while the other family may specifically stipulate no ironing is to be done.
- **What will the hourly rate be for the Nanny's wages?** PORSE can offer advice on what the market rate is in your region.
- **What will each family's financial contribution be to the Nanny's wages?** The worksheet in this guide may assist with establishing this. However, there are many different perceptions of what is a fair and equitable contribution by each family. For example, one family may perceive it an advantage for the care to be in their home; another family would consider it to be a disadvantage, for example due to the time and travel costs relating to dropping their child off.
- **What is your contingency plan should your Nanny unexpectedly be unable to come to work?** For example, should your Nanny be ill or suffer a bereavement, will a parent from each family take time off work to care for their respective children?
- **What will happen if a child is sick?** What guidelines will you establish for determining if a child should be kept quarantined from other children, or the Nanny? ([Use this helpful resource from Ministry of Health](#)).
- **What happens when one family goes away on holiday?** Costs will still need to be shared, unless your Nanny is taking leave from both families
- **Who supplies meals for the children, and are there special considerations?** Does each family pack a lunch box, or will the Nanny prepare meals based on food being available from the family home care is taking place in? What food allergies need to be respected?
- **What are your approaches to discipline?** Acceptable behaviour guidelines and positive guidance strategies will need to be agreed by both families.

## Setting Up Your Nanny Share

PORSE can supply sample employment contracts for you to use as a basis for your agreement with your Nanny, and your partner family. Our PORSE consultants can guide you through the appropriate steps to set up your Nanny Share, and recommend where to gain further advice regarding employment relationships or tax should you have further questions.

## Payment

In addition to your contribution to the Nanny's weekly wages, you may choose to use the PORSE wage administration service, which ensures ACC, PAYE and Kiwisaver commitments are met. To use this service, a contract for each family will need to be completed for the PORSE administration service. There is an administration fee of \$4.75 per week for each family.

Each family will be given an automatic payment authority for lodging with their bank or loading to internet banking for the ongoing payment of their contribution of the Nanny's wages. The automatic payment runs for 52 weeks of the year, with annual leave and entitlements administered according to the terms and conditions on the back of the contract. A Direct debit is required to be set up for the administration of both families Kiwisaver contributions.



## Nanny Share Worksheet

Family name \_\_\_\_\_ (each family needs to complete an individual form)

### Question 1

What are the periods of time EACH family requires the Nanny to be working with their children?

Family Name	Monday	Tuesday	Wednesday	Thursday	Friday	TOTAL HOURS ('A')

### Question 2

From the answers to Question 1, what are the periods of time the PORSE Nanny is required to work to cover ALL families?

Monday	Tuesday	Wednesday	Thursday	Friday

Nanny's total hourly rate	\$	No. of weekly contracted hours	
---------------------------	----	--------------------------------	--

### Question 3

What are the periods of time when the Nanny is working with both families?

Monday	Tuesday	Wednesday	Thursday	Friday	TOTAL SHARED HOURS ('B')

Using the information above, calculate your family's contribution

Hours NOT shared (Total 'A' less Total 'B') x Nanny's <u>gross</u> hourly rate	\$
<i>PLUS</i> Hours shared ('B' above) x <u>% share</u> of Nanny's hourly rate	\$
Total Family Contribution (gross)	\$
Plus Weekly Administration fee	\$ 4.75
Total Family Contribution	\$

You may be eligible for various subsidies - please discuss with your PORSE Consultant