

Sample Agreement

The relationship between an employer and her/his personal assistant/provider is frequently very personal and it requires mutual respect. The consumer relies on the provider's honesty, reliability, and punctuality to accomplish daily activities. The provider relies on similar qualities from the consumer. If you receive In-Home Supportive Services, no written agreement between you and your personal assistant/provider is legally binding, but it is still a good idea because it defines expectations. Below is a sample contract, which can be changed as needed. It is important to note that the IHSS program operates under the Individual Provider (IP) mode, which gives consumers unconditional rights and responsibilities to hire, train, supervise and terminate their providers as well as determine work schedules, tasks, and duties.

Agreement Between:

Consumer _____ Provider _____

We agree that we expect and will abide by the following terms:

- That the provider will arrive on schedule and that the consumer will be there;
- That the agreed-upon number of hours/days will be worked by the provider, and that the consumer will not request extra unpaid time;
- That if the provider is going to be late or cannot work at a regularly scheduled time, s/he will notify the consumer as soon as possible, and if possible, work out a make-up time;
- That if the consumer must cancel, s/he will notify the provider as soon as possible, and if possible, work out a make-up time;
- That all services on the Task Schedule (attached hereto) will be done well and completed efficiently by the provider; that the consumer will not ask that unreasonable tasks be done or set unattainable high standards;
- That both persons will maintain confidentiality;
- That the provider will be paid (daily, weekly, monthly, or according to the IHSS schedule);
- That any required paperwork will be completed and submitted promptly by the person(s) responsible.

Consumer

Date

Provider/Personal Assistant

Date