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# KOCHES KONCIERGE

## 2019 OCCASIONAL STAFFING INFORMATION

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### Bookings

All bookings should be made through KK. \*

### Independent Contractors

KK sitters are independent contractors, not employees of KK.

### Sitter Payment

KK sitters are guaranteed three payable hours per booking. // Sitters are paid directly by the client at the completion of each booking. // The hourly rate should be negotiated by the client and sitter. // Koches Koncierge recommends a sitter rate between \$15 and \$20 per hour, based on the number of children and responsibilities. // Sitter payment should always be rounded up to the quarter hour.

### KK Service Fee and Payment

KK's service fee is equal to \$13 for the first three hours a sitter works, and \$3 for each hour thereafter. Placement fees may apply for full-time coverage; please inquire. // KK is guaranteed the minimum of \$13 for each booking. // KK sitters' recorded hours are always rounded up to the quarter hour. // KK service fees are added to monthly invoices.

\*Some exceptions apply.

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## **Late Bookings**

A \$15 late-booking fee will incur for service requests less than 48 hours before the fulfillment date.

## **Cancelations**

A \$50 cancelation fee will incur if a client cancels less than 48 hours before the service fulfillment date. Exceptions will be made on a case-by-case basis.

## **Travel Nannies**

When a sitter travels with a client, KK is guaranteed 24 consecutive hours of service fee hours per day (equivalent to \$76 per 24-hour period). The 24-hour period begins at the start of travel and ends when the sitter arrives back to Baltimore.

## **Holidays**

On holidays, including New Year's Day, Easter Sunday, Memorial Day, The Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve, sitters and KK are guaranteed rate and half.

## **Conflict of Interest**

Bookings are to be made through KK. // It is considered theft of service if a client independently hires and/or refers an independent contractor introduced by KK without paying KK its service fees.