

**Attention Workers:**

**Angels for Hire Sitting Service, LLC.** is a placement service of caregivers and housekeepers to the sick and elderly. All workers are considered independent contractors to **Angels for Hire Sitting Service, LLC** and must provide a current criminal record check in order to be placed on the active registry. Documentation should be returned with the registration questionnaire. A drug and alcohol screening may also be requested.

Workers are compensated varies depending on the nature of a job, it's time and type of service provided (\$8.00 weekday, \$8.50 weekend, \$10.00 requiring CNA skills, \$9.50 housekeepers, \$2.50 per extra person, \$3.25 extra holidays).

Due to the independent contractor status of the workers, taxes are not withheld from payments made to the workers by **Angels for Hire Sitting Service, LLC.** Each worker is responsible for paying any and all taxes incurred as a result of any money they receive from **Angels for Hire Sitting Service, LLC.** Each worker must complete a W-9 request for Taxpayer Identification Number form and will receive a Form 1099 Miscellaneous Income Statement on or before January 31<sup>st</sup> of each year detailing the amount of money received by them during the previous year. This form is also filed with the Internal Revenue Service.

Neither **Angels for Hire Sitting Service, LLC** nor its clients are responsible for providing any medical insurance, general liability insurance or workmen's comprehension insurance for any worker while said worker is working as a result of a placement by **Angels for Hire Sitting Service, LLC.** You are encouraged to acquire your own insurance policies.

As caregivers, you may be needed to prepare meals, assist with feeding and personal hygiene needs, including bathing. Caregivers may also be asked to monitor medication, perform housekeeping duties and accompany clients on errands. (There is to be no transportation of the client in their personal vehicle or in the workers' vehicle.) The agency provides an alterative that enables a sick or elderly person to continue to live in their own home. Since we are responsible for the care of sick and elderly individuals, it is expected that workers will treat the clients with the same care and compassion that we would expect for those we love. When dealing with personal hygiene issues it is expected that the clients' dignity and privacy be respected.

Your weekly work reports must be signed by the client and called in by 8:00a.m. each Monday. Call in your report to (865) 932-0404 or fax the report to (865) 933-0161, and then mail the written report to P.O. Box 579, Kodak, TN 37764. Your check will be mailed on the following Monday.

**Angels for Hire Sitting Service, LLC is a service-oriented organization and provides care when and where needed. Keep in mind that families who need the services we provide may need help right away. This means that you may be asked to work a case with very little notice. When you accept a case, it is expected that you will be there and at the designated times.**

Be sure to report any change in your telephone number(s) or address.

Thank you,  
**Angels for Hire Sitting Service, LLC.**

**I have read and understand this Workers' Notice.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date