



Care Specialist Contractual Agreement

Edited – February 2026

This contractual agreement is between _____ (individual seeking contractual employment – from here on referred as to “Care Specialist” - and **Global Organizing – GO** - located at 4050 W. George, Chicago, IL 60641.

This agreement specifies the terms and conditions of both **Global Organizing** and the **Care Specialist** for the identification of contractual services and employment screening process (either through payroll, or as a 1099 subcontractor) with **Global Organizing**. The contract hours identified for the Care Specialist may be either full-time or part-time, permanent or temporary, and will be specified in this agreement.

Janitorial Assignments: Hourly rate is setup at \$_____ for week day jobs. The rate for weekend work is \$_____.
Organizing Assignments: Hourly rate is setup at \$_____ for non-corporate jobs. The rate for corporate jobs will range between \$35-\$50 depending on the company, scope of work, and the skills required for the project.

CONTRACTUAL TERMS & AGREEMENTS

- A. The Care Specialist agrees to the terms and guidelines established by Global Organizing.
- B. The Care Specialist agrees to inform **Global Organizing** 7 days in advance of any circumstances that will affect the ability to complete any jobs assigned.
- C. The Care Specialist is required and committed to have reliable and stable transportation in order to perform the contractual duties. Further, the Care Specialist must be committed to have extremely reliable and multiple resources available for child care, or for any other situations that may affect his/her attendance and punctuality to the contractual assignments.
- D. The Care Specialist understands that he/she is responsible for keeping all materials and equipment entrusted in him/her in clean, organized and in working conditions. The Care Specialist will inform M. Concepcion immediately if there are any maintenance issues with the materials and/or equipment. Global Organizing will take care of major equipment maintenance, supplies orders, and making sure that all Care Specialists have proper uniforms, PPE, and other necessary tools to effectively perform the duties and projects assigned.
- E. The Care Specialist must keep all family/client information confidential and must not discuss family/client issues with others under any circumstances.
- F. The Care Specialist understands that time sheet must be submitted on the 15th and the 30th / 31st of each month in order to confirm and cross-reference the hours worked each pay period. All receipts for parking / parking meter / tolls / and any other reimbursable expense must be submitted with the time sheet. If not submitted on time, the Care Specialist understands that he/she will be reimbursed, and adjustment will be made for those expenses the following pay period.
- G. Global Organizing is committed to pay for contractual services twice a month – on the 16th and the 1st of each month – for services rendered. GO will pay a reasonable transportation stipend to assist with transportation expenses. Further, GO will reimburse the Care Specialist for tolls and parking expenses incurred when on duty.

Upon a successful probatory period of two months, this agreement shall remain in effect – as long as the Care Specialist continues to have satisfactory performance feedback from the clients and the Global Organizing administration. The Care Specialist commits to provide four-weeks notice – in writing - in the event that he/she decides to terminate the agreement.

My signature confirms the acceptance of this contractual agreement for employment. I further understand that contractual assignments will be provided on a weekly basis via a calendar, emails, texts and phone calls. I understand I will travel to the clients to provide services. Assignments will have flexible schedule based on clients / contract needs, and some assignments will take place during the weekend.

_____ (Signature) _____ (Please print your name)

_____ Date signed