



OFF COLLAR PET CARE

Working with Off Collar

What is Off Collar, LLC?

Off Collar, LLC is a full-service, in-home, pet sitting company. The pet care professionals employed by Off Collar travel to our clients' homes to perform pet sitting duties outlined by our customers.

Our clients are located primarily in Arlington, Alexandria, Falls Church, McLean and Springfield.

Zip Codes Serviced:

- 22301
- 22302
- 22303
- 22304
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Why Join Our Team?

Professional pet care is incredibly rewarding and fulfilling. Every one of our sitters LOVES their job! Off Collar offers:

- Fuzzy Faces & Unconditional Love!
- Employee Status
- Competitive Compensation
- Flexible Hours
- Paid Time-Off
- Workers Compensation
- Discounted Pet Sitting Services
- Client Referral Bonuses
- Sitter Referral Bonuses
- Exercise & Fresh Air

We Provide Four Types of Services:

1. **In-home pet sitting:** While clients are away, we visit their home 1-4 times per day to walk, feed and care for their pets
2. **Overnight and in-home pet service:** Spend the night in our client's homes; starts with a 1-hour dinner visit, followed by a 9-hour sleeping stay and a 1-hour morning visit.
3. **Dog walking:** One 25-minute visit per day, Monday through Friday, to visit and walk dogs while their owners are at work.
4. **Pet Adventure and Pet Taxi:** Pet adventure is a 90-minute dog hike, either to a dog park or trail, to help our clients with high energy dogs. We also help with transporting dogs to or from vets, groomers, etc.

Employee Requirements

Employees must:

- Live in or adjacent to our service areas. See "Zip Codes Serviced" section above.
- Be physically fit and able to work and commute in all types of weather (This is a VERY active position that requires hours of energy, even on rainy, snowy or humid and hot days.)
- Have access to a reliable vehicle and have a valid driver's license.

- Have experience with, a love of and a desire to work with dogs, cats and other small animals.
- Love people in addition to animals (This is a customer service position as much as it is a pet care position.)
- Be 100% reliable (Sitters do their best to cover in cases of emergencies, but missing services consistently will not be tolerated as the pets in your care depend on you.)
- Have the ability to communicate clearly and effectively with Off Collar fellow employees and clients. This includes, but is not limited to: returning emails, phone calls and text messages promptly.
- Have the ability to take this job SERIOUSLY.
- Be organized and detail oriented.
- Be able to provide professional references.
- Provide a current and clean background check to Off Collar. (We will provide you with the link to have your background check completed. The cost is paid for by you, but will be reimbursed to you after you fulfill your 6-month commitment.)
- Complete online Pet First Aid training. (This is of no cost to you.)

Positions with Off Collar

- **Mid-Day Dog Walkers**
 - Must be available to walk dogs, **Monday through Friday, between the hours of 11 AM & 3 PM.** The number of dogs you'll walk on any given day will vary based upon the clients' schedules and when they need pet care. You must be available *all* of these days and all of these hours. **We will not be able to consider those who are only available a few days per week or for only certain hours of the 11-3-time block.**
- **Pet Sitters/House Sitters**
 - Must be **available to work at least (2) weekends per month** and either Thanksgiving, Christmas, or Easter AND either Memorial Day or Labor Day. Pet Sitters visit our client's homes multiple times per day, therefore need to be available for AM (7-9 AM), EVENING (4-6 PM) & LATE NIGHT (7-9 PM) visits.

Compensation

- **Your percentage is 35% of every visit you perform.** Visits range from \$20-\$50. So, when Off Collar makes more money so do you!
 - **Note:** Visits range from 15-90 minutes.

- Your compensation for **house sitting is 45%**.
- Your compensation for **registration meetings and pre-departure meetings is 60%**.
- **Gratuities and Holiday Surcharges are 100% yours!**
- **Payment is bi-weekly by direct deposit into your bank account.**
 - **Payroll is submitted on the first Friday and last Friday of each month.**

Employee Benefits

- Worker's compensation insurance
- Taxes withheld from paychecks and contributions to your FICA (Income tax, Social Security and Medicare.)
- Discounted pet sitting for your furry pals!
- Flexible hours
- Referral bonuses
- Background check reimbursement after 6-month commitment is reached
- Pet First Aid & CPR Training

Summary

Sitters employed by Off Collar can be classified as a **Mid-Day Dog Walker, a Pet Sitter, a House Sitter or any combination of the three positions**. This is based on your availability and what services you're interested in offering to our Off Collar clients'. Each Sitter/Walker will be assigned to a specific area or areas. To start, visits will be assigned on a case-by case basis as we build up your book of business in your area. We try to keep our sitter's assignments as close to their "home base" as possible to increase their profits. The usual travel distance is **2.5 to 8 miles**, unless further travel has previously been agreed on.

Note: For house sitting assignments, sitters may travel further as their "home base" is the client's home.

Mid-Day Walkers build their schedules by either inheriting the walks of another sitter who is no longer able to offer their services to Off Collar, or by adding on new clients that sign-up for service. Our regular mid-day clients retain the same "walker" until their relationship with Off Collar ends ,or until the walker is no longer contracted by Off Collar. Our walkers visit the same clients on their route, Monday through Friday, based on the clients booking schedule.

Pet Sitters are chosen as the “primary sitter” for a client by the service areas that they cover and by their availability submitted to the Off Collar database. After a sitter is assigned as the “primary sitter,” Off Collar will make every attempt to book that same sitter for the client for subsequent bookings. If the primary sitter is unavailable, then Off Collar will assign a secondary sitter to the assignment using the same protocol as explained above. A client may choose to meet with any backup/secondary sitter , choose to have a phone conversation or they may just ask that Off Collar send the sitter without introduction.

The same protocol is followed for assigning House Sitters as the “primary sitter.”

While Off Collar sitters do their best to cover in cases of emergencies, this is not a job where consistently missing visits will be tolerated. The pets in your care depend on you to complete your assignments. **(1) no-call, no-show is grounds for immediate termination of assignments.**

Long-Term Relationship

Off Collar is only interested in working with sitter’s who want to build a long-term relationship with our company and its clients. It is **NOT** a good position for those trying to find interim work while in-between jobs or trying to “figure-out” what their next step is. Our clients come to trust their assigned Off Collar sitters and appreciate it when they are able to grow a trusted relationship with that person.

Off Collar reserves the right to have sitters (employees) that are only providing pet sitting and dog walking services for Off Collar. We do not have sitters on our team that have their own service, or currently work for another service.

Earning Potential

How much you can make all depends on how much availability you have.

- **High-tier performers:** These are sitters who have a lot of availability and are able to do many pet sitting visits, dog walks and overnight stays
 - **\$800-\$1000 every 2 weeks.**
- **Mid-tier performers:** These are sitters who have more limited availability than our high-performers, but still have the availability to handle many assignments.
 - **\$200- \$800 every 2 weeks.**

- **Low-tier performers:** There are sitters who have very limited availability.
 - \$0- \$200 every 2 weeks.

The **average earnings** for regular **mid-day walkers** who do roughly 3-6 walks per weekday is about **\$350 every 2 weeks**.

The more availability you have the more business we can assign to you and the more money you can earn!

Paychecks and Taxes

By law, Off Collar, LLC is required to honor legal garnishment of employees' wages. These include tax levies, child support orders, loan repayment and other court ordered garnishments. Employees will be notified if Off Collar, LLC receives such an order.

Off Collar, LLC may also make deductions that are expressly authorized in writing by the employee, and are for the benefit of the employee, as permitted by applicable law and, where applicable, Off Collar, LLC had set up an employee benefit program. These include payments for insurance premiums, pension or health and welfare benefits, contributions to charitable organizations, and payments for United States bonds. At present, Off Collar, LLC doesn't offer any employee benefit programs.

All employees are subject to taxes on earnings. All deductions required by law and all authorized, permissible deductions will be automatically withheld from employees' paychecks. Any questions regarding payroll deductions and paychecks should be directed to the Office Manager.

Employees are expected to review their paychecks and paystubs each week and report to the Office Manager immediately if there are any errors in their paychecks or paystubs, including, but not limited to, the assignments completed, deductions taken, or the total amount paid.