

Employment Contract for Part-time Domestic Worker – Hong Kong

This contract of employment is entered into between _____ (hereinafter referred to as ‘Employer’) and _____ (hereinafter referred to as ‘Employee’) on _____ under the terms and conditions of employment below :

Address of Working Place: _____

Address of Employer’s residence: _____

1. Commencement of Employment Effective from _____
 until either party terminates the contract.
 for a fixed term contract for a period of _____ * day(s), ending on: _____

2. Working Hours Fixed, at _____ days per week, _____ hours per day
from _____ *am/pm to _____ *am/pm

3. Meal Meal *is/ is not provided by employer.

4. Rest Days On every _____
(Employee is entitled to not less than 1 rest day in every period of 7 days)

5. Wages

(a) wage rate† Basic wages of \$ _____ per * hour/ day /week/month;
plus the following allowance(s) :
 Travelling allowance of \$ _____ per * day / week/ month
 Others (e.g. commission, tips) \$ _____ (amount)

(details of criteria and calculation of payment and date of payment)

(b) overtime pay† At the rate of \$ _____ per hour

(c) payment of wages & wage period(s)† Every month, on _____ day of the month
for wage period from _____ day of the month to _____ day of *the month/ the following month.
 Twice monthly, payable on

(i) _____ day of * the month / following month
for wage period from _____ day of the month to _____ day of *the month/ the following month.

(ii) _____ day of * the month / following month
for wage period from _____ day of the month to _____ day of *the month/ the following month.

Once for every _____ *day(s)/week
_____ (s)
for wage period from _____ to _____.

6. Working Item(s) Taking care post-natal baby Taking care post-natal lady Preparing Meals
 Preparing Soup Basic House Work Others: _____

† Please put a “✓” in the clause(s) as appropriate

* Please delete the word(s) as inappropriate

- 7. Holidays†** The Employee is entitled to:
 statutory holidays as specified in the Employment Ordinance
 public holidays
 plus other holidays (please specify) _____
- 8. Termination of Employment Contract** A notice period of _____ * *day(s)* or an equivalent amount of wages in lieu of notice (notice period not less than 7 days).
- 9. Deposit** Fixed amount HK\$_____. Employee receive the deposit when sign the contract.
- 10. Others** The Employee is entitled to all other rights, benefits or protection under the Employment Ordinance, the Minimum Wage Ordinance, the Employees' Compensation Ordinance and any other relevant Ordinances.

The Employer and the Employee hereby declare that they understand thoroughly the above provisions and agree to sign to abide by such provisions. They shall each retain a copy of this contract for future reference.

Signature of Employee

Signature of Employer

_____	_____
Name in full : _____	Name in full : _____
HK I.D. No : _____	HK I.D. No : _____
Date : _____	Date : _____

Remarks

1. This sample is drafted with reference to the Sample Employment Contract of Labour Department for continuous contract of employment by the same employer for four weeks or more, with at least 18 hours worked in each week.
2. The Employment Ordinance is the main piece of legislation governing conditions of employment in Hong Kong. Employers and employees are free to negotiate and agree on the terms and conditions of the employment provided that they do not violate the provisions of the Employment Ordinance. Any term of the employment contract which purports to extinguish or reduce any right, benefit or protection conferred upon the employee by this Ordinance shall be void.
3. According to the Minimum Wage Ordinance, statutory minimum wage (SMW) is expressed as an hourly rate. In essence, wages payable to an employee in respect of any wage period should be no less than the SMW rate on average for the total number of hours worked.
4. An employer must be in possession of a valid insurance policy to cover his liabilities both under the Employees' Compensation Ordinance and at common law for the work injuries for his employees. The Employees' Compensation Ordinance applies to both full-time and part-time employees who are employed under contracts of service.
5. For any specific job requirements, an employer should negotiate with his employee and state clearly in the employment contract.

† Please put a "✓" in the clause(s) as appropriate

* Please delete the word(s) as inappropriate