

EMPLOYMENT AGREEMENT BETWEEN EMPLOYER AND DOMESTIC WORKERS

The undersigned is:

Name :
Date of Birth / age :
ID cards :
Address :

Acting on behalf of/as an Employer, herein after referred to as the FIRST PARTY.

Name :
Date of Birth / age :
ID cards :
Address :

Acting on behalf of/as a Domestic Workers, herein after referred to as the SECOND PARTY

With this the FIRST and SECOND PARTY agreed to create a employment agreement with the following terms:

Article 1

1. Agreement is valid for work for 1 yr, as of April 1st, 2016 to April 1st, 2017.
2. If in period of employment agreements the SECOND PARTY terminate of their own accord, then:
 - a. SECOND PARTY shall notify in advance no later than 2 (two) weeks prior to the date of resignation
 - b. SECOND PARTY entitled to a salary through the end of the time worked for the FIRST PARTY
3. If in period of employment agreements the FIRST PARTY terminates the SECOND PARTY
 - a. FIRST PARTY shall notify at least 1 (one) month prior to the date of termination
 - b. FIRST PARTY shall provide severance of 3 (three) months wages SECOND PARTY.

Article 2

1. The SECOND PARTY has job description in the annex to this agreement
2. The Working Hours as follows:
 - a. 3 days per week – Perferably Monday, Wednesday and Friday
 - b. For half days

Article 3

The work provided by the SECOND PARTY, the FIRST PARTY is obliged to fulfill the rights of the SECOND PARTY as follows:

1. Wage of Rp 2.250.000, - per month, which will be paid in cash every 1st day of the month
2. Holiday Allowance (THR) for 1 month wage will be paid no later than 14 days before the day
3. Break for meal interval and rest between working hours
4. SECOND PARTY will get the following days off
 - a. National/Public Holidays
 - b. National Domestic Workers Day
 - c. International Domestic Workers Day
 - d. 6 working days for Annual Leave (equivalent of 2 weeks)
5. In the condition that the FIRST PARTY requests the SECOND PARTY to work additional days beyond what is outlined in Article 2 or on a national/public holiday overtime wages will be paid
 - a. Overtime wages will be Rp 250.000 per day
6. In condition the SECOND PARTY getting sick, the SECOND PARTY gets rest days based on doctor's letter
7. Social security through BPJS Health and BPJS Ketenagakerjaan
8. Freedom of association
9. Annually wage increasing by 10% of wage if the Employment Agreement is extended

Article 4

1. FIRST PARTY shall provide information and guidance to SECOND PARTY regarding:
Who are the members of the household of the employer and the authorities give tasks on SECOND PARTY as attachments of this Employment Agreement;
2. Situation, condition, layout equipment-household furniture, sanitary room, kitchen, tools and work equipment and its usage instructions, rules in the household, the household environment, RT, RW, Kelurahan, and facilities for SECOND PARTY , which deals with the task of SECOND PARTY and the working relationship between the Parties;
3. FIRST PARTY will have basic First Aid supplies;
4. FIRST PARTY will advise on the nearest of Medical Service, Police Office for First Aid;
5. FIRST PARTY will advise a listing of telephone numbers in case of emergency

Article 5

The FIRST PARTY and SECOND PARTY obligation of mutual respect and comply with the agreements set forth in the employment agreement

Article 6

The things that have not been regulated in the employment agreement will be set later in accordance with the agreement of both parties

Article 7

1. If both parties have a disagreement, or does not meet the provisions of the agreement referred to in this work, it will be a discussion first
2. If the first stage is not reached completion, then continue in the second phase involves mediator who is agreed by the both parties
3. In the situation deliberation and mediation can not reach an agreement, then the settlement issue will be done through legal procedures.

Similarly, the employment agreement was made without pressure or coercion from any party

Approved and signed,

in:

Date :

By :

FIRST PARTY

SECOND PARTY

WITNESS

WITNESS

Appendix of the Employment Agreement: Job Descriptions of the SECOND PARTY

General tidying of house		Laundry – machine wash	
Making of beds		Hanging out of laundry	
Vacuuming of carpets		Ironing	
Vacuuming of upholstery		Defrosting and cleaning fridge & freezer	
Dusting		Cleaning of windows and glass doors inside and out	
Wiping down of all appliances e.g. T.V etc		Cleaning of all used equipment e.g. vacuum cleaner	
Cleaning of walls, light switches, doors etc		Packing away of groceries	
Cleaning of toilets, basins, baths, showers, taps etc.		Removal of refuse for collection	
Mopping of tiled/vinyl floors		Sweeping of outside patios, steps, etc	
Cleaning of inside of cupboards		Grocery shopping as needed	
Cleaning of stove and oven			
Preparation/cooking of breakfast			
Preparation/cooking of lunch			
Preparation/cooking of supper			
Washing Dishes			
Watering of some house plants			
Polishing of floors and verandas			