Contract on Domestic Work

Address of employer:

Address of employee

1. Commencement

Employment will begin on ... and continue until terminated.

Either party can terminate this agreement with one week's notice during the first six months of employment and with a month's notice thereafter. Notice must be given in writing except when it is given by an illiterate domestic worker. In the case where the domestic worker is illiterate notice must be explained orally by or on behalf of the employer.

2. Place of work

3. Job description

Job Title

(e.g. child minder, gardener, etc)

Duties: See attached job description

4. Hours of work

4.1 Normal working hours will be ... hours per week, made up as follows:
Meal intervals will be from: ........................................

Other breaks: ..........................................................

4.2 Overtime will only be worked as agreed from time to time and will be paid at the rate of agreed amount with a worker.

5. Wage

5.1 The employees' wage shall be paid in cash on the last working day of every week/month and shall be:

5.3 The following deductions are agreed upon:

5.5 The employer shall review the employee's salary/wage every year.
6. Annual Leave

The employee is entitled to three weeks paid leave after every 12 months of continuous service. Such leave is to be taken at times convenient to the employer and employee.

6.2 The employee is to notify the employer as soon as possible in case of his/her absence from work through illness.

7. Maternity leave

(Tick the applicable clauses in the space provided).

7.1 The employee will be entitled to .......... months maternity leave without pay; or

7.2 The employee will be entitled to .......... months maternity leave on .......... pay

8. Accommodation

(Tick the applicable boxes).

8.1 The employee will be provided with accommodation for as long as the employee is in the service of the employer.

8.2 The accommodation may only be occupied by the worker.
9. Employee’s right to employment free of sexual harassment and requires employers to take positive action to prevent sexual harassment in work place.

10. Every domestic worker has the right to a safe and health working environment. Therefore the employer needs to make sure the good working environment.

11. Other conditions of employment or benefits

EMPLOYER

EMPLOYEE

Witness..............

Domestic workers union

Date: .................
JOB DESCRIPTION

Indicate functions required by a... in the appropriate block.

Child minding / baby sitting

Minding sick people

General tidying of house

Vacuuming of carpets

Vacuuming of upholstery

Cleaning of toilets, basins, baths, showers, taps etc.

Mopping of tiled/vinyl floors

Preparation/cooking of breakfast

Preparation / cooking of lunch

Laundry - machine wash

Laundry – hand wash

Washing of curtains

Ironing

Defrosting and cleaning fridge & freezer

Cleaning of windows and glass doors inside and out

Cleaning of all used equipment e.g. vacuum cleaner

Sweeping outside / Garden

Washing and grooming of dogs
Preparation/cooking of supper

Setting of table

Polishing of floors and verandas

Cleaning brass and silver

Painting of walls

………………

………………