

## CONTRACT OF SERVICE FOR PERSONAL/DOMESTIC STAFF

**AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_ between \_\_\_\_\_ (hereinafter called 'The Employer') and \_\_\_\_\_ (hereinafter called 'The Employee') whereby it is agreed that:-

### DURATION

1. This contract shall be in force for \_\_\_\_\_ years from the date of signature of both parties. The Employer and the Employee hereby agree to a \_\_\_\_\_ years employment commitment unless the Employee is terminated for cause. Both parties agree to give at least four (4) weeks notice before job termination unless the Employee is terminated for cause.

### DUTIES AND JOB RESPONSIBILITIES

2. The Employee shall perform the normal duties as a **personal/domestic staff**.

He/she agrees to perform the following checked duties as requirement of his/her employment:

- ✓ Put the absolute safety of the children first before all other responsibilities.
- ✓ Tend to children's basic needs such as bathing, dressing, changing diapers, brushing teeth, and afternoon naps.
- ✓ Administer medicine to children as directed by employer.
- ✓ Prepare meals for children during scheduled hours; clean up kitchen and dining table when completed.
- ✓ Participate and supervise activities with children, which would include; games, walks, play dates, playground outings and reading to children daily.
- ✓ Take notice of children's meals, naptime, medication, activities and educational progress.
- ✓ Keep the children's bedrooms and play area clean and organized; which includes making the beds, vacuuming carpet, cleaning and disinfecting toys, etc.
- ✓ Clean children's laundry (clothes and bed linens).

(All checked items are additional job responsibilities that apply to this agreement)

- ❖ Meal preparation for the Employer.
- ❖ Grocery shopping with the Employer.
- ❖ Make beds-entire home.
- ❖ Clean kitchen and empty dishwasher-daily.
- ❖ Clean interior windows and mirrors.
- ❖ Clean, dust and vacuum entire house.

- ❖ Clean the Employer's laundry-weekly.

Although this agreement outlines the key duties of the Employee, it is not all-inclusive and from time to time the Employee may be asked to perform additional duties that contribute to the safety and well being of the children.

### **WORK HOURS AND DATES**

3. The Employee will perform his/her duties from Monday through Friday during the hours of \_\_\_\_\_ a.m. and \_\_\_\_\_ p.m. The Employee agrees to work a standard time frame of \_\_\_\_\_ per week that shall be referred to hereafter as a standard work-week.

### **WAGES**

4. (a) The Employee shall receive a salary of US\$ \_\_\_\_\_ per work-week. He/she shall be paid at the end of each month.  
  
(b) The above wage calculates to an hourly rate of US\$ \_\_\_\_\_ per hour. The Employee shall be paid this hourly rate for all time worked over the stand work-week hours indicated above.

### **MEDICAL**

5. The Employer will arrange free medical treatment and attention in hospital for the duration of illness or accident with full wages for the first \_\_\_\_\_ days. There after wages will cease but medical treatment and attention will continue, if however, in the opinion of a qualified medical officer the Employee will not be fit for further service with the Employer within a reasonable time, arrangements will be made to repatriate the Employee to \_\_\_\_\_ in which case the Employee will be maintained in hospital until the date of departure.

### **VACATION/SICK PAY/HOLIDAYS**

6. The Employee shall receive the following paid holidays; New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If any of the above holidays occur on a weekend, the Employee will be given the official Federal holiday that is observed.
7. The Employee shall receive a total of two weeks paid vacation (10 weekdays) in a year. The Employee agrees to use best efforts to take this vacation time when the Employer takes vacation. If the Employee cannot coordinate this vacation schedule, he/she agrees to give the Employer at least four (4) week notice. In the event that the Employee travels with the Employer, he/she shall be paid his/her regular salary plus over time hours as previously agreed upon by the Employer and the Employee.

8. The Employee shall receive a total of one week (5 weekdays) sick days per year. The Employee agrees to use best efforts to give the Employer at least twelve (12) hours notice before being absent due to illness. The Employee understands the Employer does not provide medical insurance. If the Employee takes un-accrued vacation or sick days off, it is at the Employer's discretion to allow the hours to be made up in the future or deducted from the Employee's monthly wages. Accrued but un-used vacation and sick pay shall be paid at the Employee's standard wage rates at the termination of the Employee's employment.

## **FOOD AND ACCOMODARION**

9. The Employee will be provided with accommodation and food free of charge. Both parties understand that the Employee cannot be required to remain on the premises after working hours without compensation.

## **CONFIDENTIALITY**

10. The Employee understands that any and all private information obtained about the Employer during the course of his/her employment, including but not limited to medical, financial, legal, career and Employer's assets are strictly confidential and may not be disclosed to any third party for any reason.

## **GENERAL**

11. The Employee understands the Employer has a smoke free home and that smoking by the Employee or the Employee's guests is never permitted in the home. The Employee agrees never to smoke while providing childcare to the Employer's children even on walks, trips to playground, outside activities or field trips.
12. All guests must be pre-approved by the Employer before being allowed entrance into the Employer's home.
13. The Employee hereby certifies that he/she does not use illegal drugs and understands that such use is cause for immediate termination. The Employee is allowed to use home phone for local and long distance calls. He/she agrees to limit personal calls to 15 minutes or less. The Employee agrees to reimburse the Employer for all long distance charges.
14. The Employee shall not accept any other employment while working for the Employer.
15. The Employer shall not withhold the passport, employment contract, or other personal property of the employee.

## **TERMINATION**

16. The Following are grounds for immediate termination with cause:

- a. Allowing the children's safety to be compromised.
- b. Inconsistent or non performance of agreed upon job responsibilities.
- c. Dishonesty or lying to the Employer.
- d. Stealing.
- e. Breach of confidentiality clause.
- f. Persistent tardiness of more than 15 minutes without valid reason.
- g. Unapproved guests.
- h. Smoking while on duty.
- i. Illegal drug use.

The Employer hereby agrees to be fully bound to the terms of this contract.

Employer Signature: \_\_\_\_\_  
<Name>

Date: \_\_\_\_\_

Employee hereby agrees to be fully bound to the terms of this contract.

Employee Signature: \_\_\_\_\_  
<Name>

Date: \_\_\_\_\_