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## **EMPLOYMENT CONTRACT FOR HOUSEKEEPER**

*Date of Issue:*

*Contract is agreed upon between:*

- a) ..... (Employer)
- b) ..... (Housekeeper)
- c) ..... (Agent/Guarantor)

### **1. TERMS OF EMPLOYMENT**

*The maid shall be employed upon meeting the following conditions:*

- *Passing of all interview questions and demonstration of enthusiasm for the job.*
- *Completion of all medical tests conducted by a verified hospital/laboratory and certified clean state of health.*
- *Provision of evidence of Full name and Date of Birth.*
- *Provision of at least 1 guarantor.*

### **2. PROBATIONARY PERIOD**

*The probationary period shall be for one (1) month. During this period, the employer will ascertain if she is willing to continue the contract. The housekeeper is expected to demonstrate considerable level of skill and*



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ability necessary for the job.

If job is terminated during this probationary period due to any reason, the employer is not under any obligation to pay salary.

### 3. WORK

The housekeeper shall work at the employer's home at

.....

or any other location the employer may require from time to time.

The employment commenced on..... and shall not run continuously with any other previous employment.

The housekeeper's duties include:

- a)
- b)
- c)
- d)
- e)
- f)
- g)
- h)
- The housekeeper will work for ..... days a week and work hours are between ..... and .....
- The housekeeper shall devote her time everyday to perform her duties excellently well unless prevented by illness/injury.
- The housekeeper shall not engage in any paid or unpaid work for a third party, unless agreed upon by the employer.



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### **4. REMUNERATION**

- The housekeeper's gross salary will be N..... monthly. Any further increase in salary or additional monetary benefits shall be at the total discretion of the employer.
- The salary shall be paid in any agreed form (Cash or Account), on the last calendar day of the month or 30 days from the day the housekeeper resumes.
- There will be a record kept, signed by the housekeeper monthly, to acknowledge receipt of the each month's salary.

### **5. BENEFITS**

The housekeeper will have access to

- **Accommodation**
- **Meals**
- **Transportation cost on duty.**
- **Health care** (when the need arises, to the degree the employer is willing to undertake, left at the total discretion of the employer.)
- **Other costs incurred as a result of carrying out her job will be refunded.**



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### 6. HOLIDAYS/LEAVE

- The housekeeper will be entitled to ..... days of leave in a calendar year.
- The employer should be notified at least ..... Weeks before the intended day the leave commences.
- If the time for salary is not due, salary or accrued salary up till the day of commencement **would not** be paid upfront to the housekeeper.
- Full disclosure by housekeeper of location (state/country) leave is to be spent.
- Full name, Address and Valid phone number of someone at the location.
- The housekeeper is to leave behind all items that are acquired in relation to the job. (Uniforms, Tools etc)
- If the maid extends the approved number of days, with no reason deemed suitable by the employer, the employer will implement punishment at her discretion.

### 7. DISCIPLINARY ACTION

The following events would lead the employer to take disciplinary action:

- Breach of Confidentiality (disclosing information that is evidently confidential to the employer).



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- Failure to comply with employer's instructions.
- Fighting within or outside the house.
- Job Incompetence.
- Illicit dressings.
- Speaking frequently on phone or physically in language employer doesn't understand.
- Wrong language (Swear words, Insulting words etc)
- Unreliability (Lying, Stealing, Pretense etc).
- Illicit behavior (Consumption of Alcohol, Smoking, Relationship with strangers unknown to employer, pregnancy, Disappearance at will without proper permission etc).
- Beating of the kids without reporting first to the employer or using wrong words on them.
- Any other unacceptable behavior communicated by the employer.

### **Disciplinary actions shall include:**

- Verbal and Written warning
- Punishment (which may vary in kind from monetary to constructive...no physical beating or starvation is permitted.)
- Involvement of Law Enforcement/appropriate authorities.
- Termination of contract.



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### 8. REFUND/REIMBURSEMENT

*In the event of continuous theft by the housekeeper, after warnings have been made, the agent/guarantor will be required to refund .....% of the total monetary value stolen, if it cannot be recovered from the housekeeper. Gross amount is to be determined by the employer.*

### 9. TERMINATION OF CONTRACT

*If any party wishes to end the contract, they are required to duly inform the other party.....days/weeks before the intended day.  
If housekeeper is found guilty of gross misconduct or criminal offence, the employer may terminate the contract with immediate effect.*

*The content of this contract has been read and understood by all parties.*

**SIGNED BY EMPLOYER**

**DATE**

**SIGNED BY HOUSEKEEPER**

**DATE**

**SIGNED BY AGENT/GUARANTOR**

**DATE**