



# THE EMPLOYER CHECKLIST



*Domestic work is the work that makes all other work possible.*



Fair Care  
Pledge

## You're a Domestic Employer! Now What?

All of us can create caring homes and fair workplaces. This checklist will make it easier to figure out what you want and need in your domestic employment relationship and communicate it—ideally even making it official by putting it in writing.

### Ways to Use the Checklist

- ✓ Check off the best practices and statements that you're already doing or that you know you want to do when you hire.
- ✓ Use the checklist to shape a work agreement that you can discuss with family members and the employee.
- ✓ If you've been an employer for some time, use your answers to help you prioritize a few changes you can make to your practice.

We know that all of us can take steps towards creating the mutually respectful domestic employment relationships we seek. We've been through it ourselves, and we're rooting for you.

*- the Fair Care Pledge team*

#### **I currently employ or want to employ a:**

- Nanny/childcare provider
- Home attendant
- Housecleaner
- Other:

\_\_\_\_\_

#### **To work:**

- Part time, less than 20 hours/week.
- Full time, more than 20 hours/week.



## Clear and Respectful Communication



This set of recommendations for clear and respectful communication between you and the worker you employ will have a positive impact on all other aspects of the employment relationship.

	YES	TO DO	I NEED SUPPORT
<b>1</b> Do you greet the worker you employ, ask about their family, show appreciation by saying thank you regularly, et cetera?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TIP</b> <i>It's amazing how far this can go in showing a worker that you value their labor.</i>			
<b>2</b> Have you thought through your expectations clearly and communicated them to the worker you employ (i.e. around parenting philosophy for childcare providers)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b> Have you been able to clearly define these expectations and responsibilities in the form of a work agreement with your employee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b> Do you have scheduled check-ins about how things are going for you and for your employee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b> Do you conduct at least one evaluation a year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TIP</b> <i>A good evaluation includes feedback from both employer and employee and a plan of action to respond to concerns.</i>			
<b>6</b> If your employee speaks a different language than you do, have you provided translation of any written agreements, schedules, etc. into the language in which the worker is most comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TIP</b> <i>Consider getting the support of an interpreter so that you can talk openly together.</i>			



## Fair Wages and Human Resources



Fairly compensating and supporting the worker you employ will help ensure that they can meet their own expenses and sustain their own family.

	YES	TO DO	I NEED SUPPORT
<b>1</b> Are you able to pay an hourly living wage? <small>TIP</small> <i>In major metropolitan areas that means at least \$15/hr for a worker who works close to or over half-time; and at least \$20/hr for very-part-time housecleaners.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b> Are you able to employ the worker for a minimum of 3 hours per visit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b> Do you increase wages when responsibilities increase (i.e. caring for an additional child or adding new housecleaning tasks)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b> Are you able to provide overtime pay? <small>TIP</small> <i>Overtime pay is 1.5 x the hourly wage – whenever the employee works over 40 hours per week or 8 hours per day.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b> When you go on vacation or have to cancel for any reason, do you pay your employee their regular wages?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6</b> Do you pay your employee on an agreed schedule and on time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7</b> When it comes to record keeping, do you provide your employee with a written record of dates, hours worked, and rate of pay each time you pay?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8</b> Are you able to provide an annual raise at the cost-of-living adjustment (COLA is 1.5% in 2014) or higher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9</b> Do you give an end-of-year bonus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10</b> Do you provide petty cash or reimburse the worker you employ for any expenses related to the job (ie. food or activities for children)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11</b> If and when it's time to let an employee go, do you plan on providing at least two weeks notice, or the equivalent pay, or severance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Time Off



Providing time-off to the worker you employ will support their well-being and make the job more sustainable for them (which also means more stable support for you).

	YES	TO DO	I NEED SUPPORT
<b>1</b> Do you provide the worker you employ with paid sick days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TIP</b> For full-time employees we recommend at least 5 paid sick days. For part-time employees, 1 hour for every 30 hours worked.			
<b>2</b> Do you provide paid vacation days at times chosen by the employee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TIP</b> For full-time employees we recommend at least 2 weeks of paid vacation; and for part-time employees, 1 hour for every 30 hours worked. We also recommend that any unused vacation should be paid out as additional pay when the worker leaves the job.			
<b>3</b> Do you provide the standard 8 paid government holidays or agreed upon holidays of the employee's choice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b> If needed, do you provide your employee with at least one month of paid family or medical leave, with guaranteed employment upon return?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Need more information about any of these topics?

Check out Hand in Hand's Q+A at  
[www.domesticemployers.org](http://www.domesticemployers.org)



# Healthy Workplace



Create a healthy, safe and comfortable work environment for the worker you employ.

	YES	TO DO	I NEED SUPPORT
<b>1</b> I provide my employee with a workplace free of discrimination/harassment of any kind, based on gender, sexual orientation, race, or any other reason.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TIP</b> This is the law in some states, including California.			
<b>2</b> If I have a pet, I communicate that before hiring, and especially if the pet is aggressive, I make arrangements to ensure that she can work in the home safely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b> If the worker you employ will be using cleaning products, do you offer protective gear and the option of non-toxic products?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b> Do you provide your employee access to kitchen facilities so she can prepare her own food, get a glass of water, a snack, etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b> Do you provide meal and rest breaks (at least 30 minutes for meals, 10 minutes for rest breaks)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6</b> For live-in employees – do you ensure the worker you employ is able to get 8 hours of uninterrupted sleep? Or if she is working through the night, do you fully compensate her for that time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7</b> Are you able to provide your employee with workers' compensation coverage (workers' comp)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TIP</b> This is the law in some states, including California.			
<b>8</b> Do you ensure that the worker you employ is able to access healthcare?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TIP</b> Options here include: <ul style="list-style-type: none"><li>• supplying health insurance yourself</li><li>• supporting your employee to access new exchanges created by the Affordable Care Act</li><li>• augmenting the worker's wage by \$2/hr to cover some medical needs</li><li>• paying a set number of doctor's visits up to a total amount</li><li>• providing a non-taxable stipend if the worker opens an IRA account</li></ul>			
<b>9</b> Are you able to cover transportation costs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Congratulations!

You've reached the end of The Checklist, and taken one step up towards creating a mutually beneficial home and workplace for you and the domestic worker you employ.

You can use your answers to create a work agreement or to have a conversation with your employee about wages, time-off, or any other best practice.

## Record some of the details for your best-case employment relationship here

Priorities or improvements I'd like to make after reviewing this checklist:

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Top 3 expectations I need to make clear:

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Date to conduct annual evaluation: \_\_\_\_\_ When to do regular check-ins: \_\_\_\_\_

Translation needs: \_\_\_\_\_

Living wage / what I can afford: \_\_\_\_\_ Overtime (1.5xs hourly): \_\_\_\_\_

Always paid on this schedule: \_\_\_\_\_

Costs I cover or benefits I provide:

- Transportation     Petty cash     Meals  
 Severance pay (two weeks minimum)     Any health benefits

My plan to provide a year-end bonus and raise:

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My paid sick day and paid vacation offering:

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Please understand that these suggested best practices may differ based on the particular domestic employment relationship and that these possible best practices do not constitute legal advice. This checklist is made available by Hand in Hand for educational purposes only to give you general information and a general understanding of employment best practices, not to provide specific legal advice. The checklist's contents are not legal advice and should not be construed as legal advice. By using this checklist you understand that there is no attorney client relationship between you and the checklist creator. The checklist should not be used as a substitute for competent legal advice from a licensed professional attorney in your state.

