

# HOUSE CLEANER WORK AGREEMENT



Please review these questions together to reach agreement on the nature of the regular housecleaning work that's involved. Employer and employee should negotiate the terms of this contract to reach an agreement. This work agreement is based on a template from La Colectiva de Mujeres (The Women's Collective) in San Francisco, CA <http://lacolectivasf.org>. Hand in Hand is a national network of employers of nannies, house cleaners and home attendants, our families and allies. We believe that dignified and respectful working conditions benefit worker and employer alike.

**This work agreement was developed on \_\_\_\_\_ (date),  
between \_\_\_\_\_ (employer)  
and \_\_\_\_\_ (employee),  
has the following terms of employment:**

## 1 EMPLOYMENT INFORMATION

Employee will start employment on \_\_\_\_\_ (date)

Employment term: \_\_\_\_\_ number of  month(s)  year(s)  other

Location of employment is:

\_\_\_\_\_  
(address)

The employee will:  live-in the employer's home  live-out of the employer's home

## 2 HOUSEHOLD INFORMATION | Household Members Include

# OF ADULTS \_\_\_\_\_

# OF CHILDREN \_\_\_\_\_ AGE OF CHILDREN \_\_\_\_\_

# OF PETS \_\_\_\_\_ KIND OF PETS \_\_\_\_\_

**3 WORK SCHEDULE** | Employee will work the following schedule:

	BEGIN	END
SUNDAY	am/pm	am/pm
MONDAY	am/pm	am/pm
TUESDAY	am/pm	am/pm
WEDNESDAY	am/pm	am/pm
THURSDAY	am/pm	am/pm
FRIDAY	am/pm	am/pm
SATURDAY	am/pm	am/pm

**4 JOB RESPONSIBILITIES:**

Employee will perform the following job responsibilities: (CHECK ALL THAT APPLY)

*The employee should not be required to perform work for anyone other than the employer signing this agreement.*

- Vacuuming.
- Dishwashing.
- Shopping
- Make Beds (#\_\_\_\_)
- Dusting.
- Laundry.
- Windows
- Take Out Trash/ Recycling
- Mopping
- Cooking
- Bathrooms (#\_\_\_\_)

Yard Work, Including: \_\_\_\_\_

Kitchen Clean Up Including: \_\_\_\_\_

Childcare Or Elder Care Including: \_\_\_\_\_

Other: \_\_\_\_\_

*Any additions or changes to this list of tasks will be discussed ahead of time, in order to determine whether changes impact number of hours needed to complete work or payment to worker.*

- For the health of the worker and the employer, non-toxic cleaning products will be used. Non-toxic guidelines can be found at [www.ewg.org/guides/cleaners](http://www.ewg.org/guides/cleaners)

**5 WAGES**

A. The employer will pay the employee the following wages:

- Regular rate of pay is \$\_\_\_\_\_ per hour.
- Overtime rate of pay is \$\_\_\_\_\_ per hour for every hour worked over 8 hours in one day and 40 hours per week.

B. Employee will receive compensation in addition to regular and/or overtime wages for the following conditions:

Additions to regular work responsibilities: \$ \_\_\_\_\_

*Please describe additional responsibilities:*

\_\_\_\_\_

Travel: \$ \_\_\_\_\_ per \_\_\_\_\_

If employee is required to work on a holiday, employee will receive holiday pay at a rate of \$ \_\_\_\_\_

The holiday pay rate will be paid on the following holidays:

\_\_\_\_\_

Employee will be entitled to a raise of at least \_\_\_\_\_% every year.

Other: \_\_\_\_\_ \$ \_\_\_\_\_ per \_\_\_\_\_

C. Wages will be paid:

Weekly on: \_\_\_\_\_ (day of the week).

Bi-weekly on: \_\_\_\_\_ (day of the week).

Method of payment will be:  cash  check  other

**6 BREAKS** | Employee will receive the following periodic breaks throughout the day:

\_\_\_\_\_ minute break for every four (4) hours worked

\_\_\_\_\_ minute meal break for every five (5) hours worked

paid  unpaid  other: \_\_\_\_\_

*California law requires that workers are provided a ten minute paid break for every four hours worked and an unpaid thirty minute meal break for every five hours worked.*

**7 LEAVE**

A. Employee will receive the following paid sick leave:

One hour for every thirty hours worked other:

Other

*California law requires that employees receive at least one hour of paid sick leave for every thirty hours worked. California employees may use sick leave to attend to her or his own medical needs as well as those of his or her children, spouse, parents, siblings, grandchildren, or grandparents. Furthermore, if the employee is not married, he or she can use sick leave to attend to the medical needs of a designated non-family member. Employers are asked to keep track of accrued sick leave hours.*

Yes! I'd like to sign up for Alia for my employee. Alia is a service offering additional benefits to cleaners (paid sick leave or life insurance) at a cost of \$5 per cleaning <https://www.myalia.org/hih>. Alia provides benefits in **addition** to (but not substituting for) those required by law.

