



HAND IN HAND

THE DOMESTIC EMPLOYERS NETWORK

Checklist for Employers of House Cleaners and Housekeepers in New York



ROAD MAP TO BECOMING A FAIR EMPLOYER

At Hand in Hand, we support people who employ domestic workers to make their homes fair workplaces. This includes providing fair compensation, a safe place to work and benefits. Additionally, open and respectful communication is at the heart of any good relationship, which includes establishing a written work agreement, in which we have provided a sample for you to use. We've designed this checklist to help you follow best practices and comply with NYS and NYC laws.



ESTABLISHING CLEAR AND RESPECTFUL COMMUNICATION

[A written work agreement](#) with the house cleaner and housekeeper you employ will help you organize your conversations, create clear and respectful communication, and establish agreements that outline the relevant terms of employment. Here are some helpful tips and essential points to cover when making your agreement.

- [Provide and discuss a written agreement](#); invite input to ensure it's mutually agreeable
- Communicate expectations and responsibilities.
- Make it clear what they can and cannot do in your home.
- Clarify schedule and pay rate (we recommend 5 hour a shifts at \$25-30/hr, although pay/shifts may vary depending on size of the home and work required)
- Have a cancellation policy in place. For example, if you have to cancel a shift last-minute, be sure to pay regardless.
- Schedule regular check-ins and provide feedback.
- Conduct regular evaluations, semi-annually or annually.

Questions? Email us at nycsupport@domesticemployers.org
<http://domesticemployers.org>



ENSURE THAT YOUR HOME IS A SAFE WORKPLACE

The guidelines below will help you ensure that your home is a safe place to work for the house cleaner or housekeeper you employ. Furthermore, moving to non-toxic cleaning products and providing a safe physical environment, benefit everyone in your home.

- Provide or pay for the use of [non-toxic cleaning materials](#).
- Provide hand sanitizer, masks and gloves.
- Provide good ventilation, by opening windows or doors.
- Avoid injuries. Don't ask to move furniture, lift heavy things or reach high places.
- Provide other PPE as required.
- Communicate if you have tested positive for COVID-19.
- Make exits accessible and have an emergency contact.
- Help the domestic worker you employ to access healthcare either via the [Affordable Care Act](#), [NYC Health and Hospitals](#) or a federally qualified [Community Health Center](#).



EMPLOYMENT TERMS AND BENEFITS

This section will help you outline the terms of employment, the responsibilities of the person you hire, and your obligations as an employer. Please note, the laws below are applicable regardless of immigration status or whether you are paying on or off the books.

- Pay a living wage, pay on an established schedule, and pay overtime. (We recommend 5 hours per shift at \$25-30/hour; pay and shifts are negotiable depending on size of the home and work required).
- Post the [minimum wage poster](#) required by the NYS Department of Labor.
- Track hours, pay and any deductions made. Provide a copy to your employee.
- Provide a discrimination free workplace and [notice of protection against sexual harassment](#) as required by the NYC Human Rights law.
- Provide the [notice of rights](#) required by [NYC Paid Safe and Sick Leave law](#). Sick days can start the first day of employment; calculate 1 hour of leave for every 30 hours worked.
- Provide paid vacation. If part time, provide 1-5 days. If full time at least 2 weeks.
- Provide a 30 minute meal break for a shift of 6 hours or more, one 10 minute break for a 2-5 hour shift, and two 10 minute breaks if your employee works a full day.
- Provide a day of rest (24 hours) after 6 consecutive days of work. The 7th day should be given off. If they work on their day off, by law you must pay them time and a half.
- Obtain a [workers compensation](#) policy as required by New York State law
- Read and follow the legal requirements in the [Domestic Worker Bill of Rights](#).
- Obtain [Paid Family Leave Policy](#) (applicable for employees who work 20 hours or more a week). This policy can be used to cover wages if the worker gets COVID-19.

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