



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. This checklist is designed to help you make sure that you are following best practices and complying with NYS and NYC laws.



ESTABLISHING CLEAR AND RESPECTFUL COMMUNICATION

[A written work agreement](#) will help you organize your conversations, create clear and respectful communication, and establish agreements that outline the relevant terms of employment.

These are some essential points to cover.

- [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. Pay for the shift if it's a last minute cancellation.
- Schedule regular check-ins and provide feedback
- Provide a periodic evaluation in, semi-annually or annually.



ENSURE THAT YOUR HOME IS A SAFE WORKPLACE

Below are a few guidelines related to household safety, especially important for

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house cleaning work. While it is impossible to protect ourselves from all the toxins in our environment, moving to non-toxic cleaning products is a tangible step that we take to make our homes safe places to live and work. Be mindful of providing a safe physical environment.

- Choose to provide non-toxic cleaning materials (example of alternatives found [here](#))
- 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 to the [Affordable Care's Act](#), [NYC Health and Hospitals](#) or a federally qualified [Community Health Center](#).



EMPLOYMENT TERMS AND BENEFITS

This section defines the relationship between employer and employee. It explains employee responsibilities and employer obligations. Laws and protections are applicable regardless of immigration status or whether an employer is paying on or off the books.

- Pay a living wage, pay on an established schedule, and pay overtime when necessary. (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 [paid safe and sick days and notice of rights](#) as required by [NYC Paid Safe and Sick Leave law](#). Sick days can be provided at the start of employment. Calculate 1 hour of leave per 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 if working 6 hours or more, one 10 minute break if they work 2-5 hours, and two 10 minute breaks if they work 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 a [Paid Family Leave Policy](#) and share the information with the domestic worker you employ (applicable for employees who work 20 hours or more a week). This policy can be used to cover wages, if the domestic worker you employ gets COVID-19.

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