

Domestic Worker Sample Contract



WASHINGTON, DC

As of 2024, **Washington, DC law requires written contracts between employers and domestic workers.** Hand in Hand has created this sample contract to help you meet these requirements. While the law is referenced in this document, it should not be considered legal advice.

Scan the QR code or visit **tiny.url/dc-contract** to access this contract as a fillable PDF in English or Spanish.



Contracting Parties

This is an agreement between

Name(s) of Employer(s): _____

and Name of Provider: _____

Start & End Date

Hire Date: _____ Last Day: _____
(optional)

Best practice is for employers to provide 2 weeks notice of termination or 4 weeks for live-in employees. Employees should be paid their salary pro rata if notice is not provided.

Job Title: _____

Workplace Location

Live-in? Yes / No

Address: _____

Duties

Child care? Yes / No

Home care? Yes / No

Housecleaning? Yes / No

Duty Details

Examples: laundry, preparing meals, bathing, toileting, driving, shopping, administering medication, watering plants

Pay Hourly Wage: _____ Overtime Wage: _____

Under the law, overtime is 1.5x the regular rate of pay.

The employee will be paid every _____ (day/week/ biweekly) on _____ (day of week) by _____ (method of payment) and be provided a raise of _____% every _____.

Under the law, the employer must keep records of hours worked, pay rate, breaks, and paid time off.

Schedule

Total Hours/Week: _____

Sun Start _____ End _____
Mon Start _____ End _____
Tue Start _____ End _____
Wed Start _____ End _____
Thu Start _____ End _____
Fri Start _____ End _____
Sat Start _____ End _____

Under the law, live-in employees must receive 1 day off after 6 consecutive days of work.

Breaks

Under the law, employees are entitled to a 10 min. paid rest break every 4 hours worked and an unpaid 30 min. meal break every 5 hours worked. If they are unable to be relieved of all duties or to leave the premises, the break is considered "on duty" and must be paid.

Sick Leave

Under the law, employees are entitled to 1 hour of sick leave for every 87 hours worked up to 3 days per year

Paid Holidays _____ days/year at \$ _____ /day

It's best practice to provide full-time employees 9 paid holidays. If a holiday is worked, they should receive holiday pay at 1.5x the regular rate.

The domestic worker will receive the following holidays off:

The employee will receive holiday premium pay of \$ _____/day for working on the following holidays:

Paid Vacation _____ days/year at \$ _____ /day

2 weeks/year is recommended. It is best practice for the employee to earn 1 hour of vacation every 20 hours worked beginning at the date of hire.

Workers' Compensation

Under the law, employees that work more than 20 hours per week are entitled to Workers' Compensation. Employers should obtain a Workers' Compensation insurance policy.

Live-in Terms

Sleeping Period: _____ until _____

Paid? Yes / No Wage: _____

Personal Time: _____ until _____

Housing value: _____ /mo. Other: _____

Additional Terms

Examples: healthcare and retirement benefits, emergency plans, workday cancellation policies

Signatures

Employer 1: _____ Date _____

Employer 2: _____ Date: _____

Employee: _____ Date: _____



HAND IN HAND
THE DOMESTIC
EMPLOYERS NETWORK

Find additional resources at
domesticemployers.org or email
info@domesticemployers.org

Hand in Hand is a national organization that supports employers of nannies, housecleaners, and home care workers to comply with the law and make their homes fair workplaces.