

SAMPLE RECORD OF INFORMATION FOR DOMESTIC WORKERS

If you employ a domestic worker for 16 or more hours per week, you must provide them with this record and keep a copy for three years. This notice is required by M.G.L. c. 149, Section 190(l).

COMPENSATION

Regular rate of pay: \$ _____ per hour

Overtime rate of pay: \$ _____ per hour (1.5 times the regular rate of pay)

Additional compensation, whether for added duties, skills, or a yearly raise, is not required by law. However, if being provided, the terms must be agreed on below.

Additional compensation of _____ for the following added duties or multilingual skills:

Yearly raise of _____

WORKING HOURS (check all that apply):

- Sunday Start Time: _____ am/pm End Time: _____ am/pm
- Monday Start Time: _____ am/pm End Time: _____ am/pm
- Tuesday Start Time: _____ am/pm End Time: _____ am/pm
- Wednesday Start Time: _____ am/pm End Time: _____ am/pm
- Thursday Start Time: _____ am/pm End Time: _____ am/pm
- Friday Start Time: _____ am/pm End Time: _____ am/pm
- Saturday Start Time: _____ am/pm End Time: _____ am/pm

Meal and rest breaks

Meals: _____ min. _____ times a day paid unpaid

Rest: _____ min. _____ times a day paid unpaid

Sleeping period between _____ am/pm and _____ am/pm paid unpaid

SICK TIME, PERSONAL LEAVE, & DAYS OFF

Regularly occurring day(s) of rest / day(s) off: _____

Domestic Workers who work 40 hours per week or more must be given at least 24 consecutive hours of rest each week and at least 48 consecutive hours of rest each month, during which they are entitled to be free from all duties. When possible, days of rest should be scheduled to accommodate for religious worship. Days of rest may be paid or unpaid.

Sick leave (specify quantity, accrual method, allowable purposes, notice requirements, carryover, whether it is paid or unpaid, and any other conditions):

Vacation leave (specify quantity, accrual method, notice requirements, carryover, timing, whether it is paid or unpaid, and any other conditions):

Personal days (specify quantity, accrual method, notice requirements, carryover, timing, whether it is paid or unpaid, and any other conditions):

- Parental leave for birth or adoption of a child (specify duration, notice requirements, whether there is a probationary period, whether it is paid or unpaid):

Domestic workers who are employees are entitled to take up to 8 weeks of unpaid, job-protected leave for the birth or adoption of a child, in accordance with the Parental Leave Act, M.G.L. c. 149, § 105D. Employees must give at least two weeks notice of anticipated date of departure and intention to return.

Holidays: Check any holidays the Domestic Worker will have off, and specify whether they will be paid or unpaid.

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|--|---------------|--|---------------|
| <input type="checkbox"/> New Year's Day | (paid/unpaid) | <input type="checkbox"/> Martin Luther King, Jr. Day | (paid/unpaid) |
| <input type="checkbox"/> Presidents' Day | (paid/unpaid) | <input type="checkbox"/> Memorial Day | (paid/unpaid) |
| <input type="checkbox"/> Independence Day (July 4) | (paid/unpaid) | <input type="checkbox"/> Labor Day | (paid/unpaid) |
| <input type="checkbox"/> Columbus Day | (paid/unpaid) | <input type="checkbox"/> Veterans Day | (paid/unpaid) |
| <input type="checkbox"/> Thanksgiving Day | (paid/unpaid) | <input type="checkbox"/> Christmas Day | (paid/unpaid) |

Other Holidays: _____

BENEFITS, DEDUCTIONS, AND REIMBURSEMENTS

Benefits provided by employer:

- Transportation: _____
- Health insurance: _____
- Severance pay: _____
- Other Benefits: _____

The employer will reimburse the following costs to the worker:

Transportation: _____

Health insurance: _____

Other Reimbursements: _____

The employer will deduct the following amount for food, beverages, and/or lodging:

Meals: \$ _____/breakfast \$ _____/lunch \$ _____/dinner

Deductions for meals are only permitted if: the food and beverages are freely chosen by the domestic worker, the domestic worker is able to easily bring and prepare meals on the premises but chooses not to, and if the dietary restrictions of members of the household do not prevent a domestic worker from storing, preparing, or consuming meals of his or her preference.

A worker cannot be charged more than \$1.50 for breakfast or \$2.25 for lunch or dinner. Charges must reflect the actual cost of the food and beverage.

Lodging: \$ _____/(month, week, pay period, other: _____)

Deductions for lodging are only permitted if Employer does not require the Domestic Worker to live in a particular place (either in the household or elsewhere) and if the Domestic Worker actually uses the lodging.

A worker cannot be charged more than \$35.00 per week for a room used by one person, \$30.00 per week for a room occupied by two people, and \$25.00 per week for a room occupied by three or more people.

Other charges for goods or services:

DESCRIPTION OF DOMESTIC WORKER'S JOB RESPONSIBILITIES

PROCESS FOR RAISING AND ADDRESSING GRIEVANCES & ADDITIONAL COMPENSATION

Describe here the way grievances will be addressed throughout the course of employment. Also include how additional compensation will be determined if new duties are added.

LIVING QUARTERS

Employer may enter the Domestic Worker's designated living space on the employer's premises under the following circumstances:

An employer cannot:

- Monitor or record, in any manner, the Domestic Worker's use of restroom facilities, sleeping or private living quarters, or any activities associated with dressing, undressing, or changing clothes.
- Restrict, interfere with, monitor or record the Domestic Worker's private communications.
- Hold onto the Domestic Worker's passport or any of the Domestic Worker's documents or other personal effects.

TERMINATION OF EMPLOYMENT

_____ Days' notice are required if employer terminates the employment.

The Domestic Worker shall endeavor to provide _____ days' notice if he or she plans to terminate employment.

If a domestic worker resides in the employer's household AND is terminated without cause, the employer must provide:

- Written notice; **and**

- At least 30 days of lodging, either on the employer's premises or comparable lodging elsewhere, **or**

- Severance pay equal to average weekly earnings during two weeks of employment.

No advance notice or severance pay is required if the employer asserts, in writing, a reasonable good faith belief that the Domestic Worker abused, neglected or caused any other harmful conduct to the employer, members of the employer's family or others residing in the employer's household

If the Domestic Worker lives in the employer's household or in a location required by the employer and termination is for conduct other than abuse, neglect, or harm, the employer shall provide:

- Advance written notice when possible; and

- At least 24 hours for the Domestic Worker to find other lodging.

OTHER RIGHTS OR BENEFITS AFFORDED TO THE DOMESTIC WORKER
