



## Guide for Completion of Employment Contract Template LIVE-IN CAREGIVER EMPLOYER/EMPLOYEE CONTRACT (Form EMP5498)<sup>1</sup>

### EMPLOYER # 1 Information

#### **Name (Last name – Given name (s))**

Provide your last name and given name(s), as per official documents (e.g., birth certificate, citizenship ID, driver's licence).

#### **Relationship to the person(s) receiving care**

Indicate your relationship with the person(s) receiving care (e.g., parent, son, daughter, spouse, myself)

#### **Street Address (Number/street/P.O. box #)**

Provide your complete street address.

#### **City**

Indicate the city or town where you reside.

#### **Province/Territory**

Indicate the province or territory where you reside.

#### **Postal Code**

Indicate the postal code for your residence.

#### **Telephone (home)**

Provide your telephone number at home.

#### **Telephone (work)**

Provide your telephone number at which you can be reached during business hours.

#### **E-Mail**

Provide the e-mail address where you can be reached, if applicable.

### EMPLOYER # 2 Information

Provide same information as above requested for employer # 1.

### EMPLOYEE - Job Offer of Employment - Live-in Caregiver

#### **Name (Last name – Given name (s))**

Provide last name and given name(s) of live-in caregiver, as per official documents (e.g., passport, citizenship ID, driver's permit).

#### **Date of birth**

Indicate date of birth of foreign live-in caregiver.

#### **Street Address**

Provide, if known, live-in caregiver's current address (including street address, city, province/territory, country, postal code) in Canada or in the current country of residence as well as telephone at home, at work and E-mail.

### 1. EMPLOYEE'S PLACE OF WORK

Indicate if the live-in caregiver will work at the employer's residence as indicated above by checking the appropriate box. If the live-in caregiver will work at a different address, i.e., at the residence of the person(s) receiving the care, please provide the street address, city, province/territory, postal code, telephone number at home and work and the E-mail of the location where the employee will work and reside.

#### **Description of the house and the household where care will be provided**

Indicate total number of rooms in the house where live-in care will be provided, and the total number of bedrooms in the relevant space. Please list all household members (adults and minors) where live-in care will take place by entering the surname, given name(s) and age of each one in the table provided.

<sup>1</sup>Please **do not** return this guide with the employment contract when applying for a Labour Market Opinion.

## **The parties agree as follows:**

### **2. Duration of contract**

Indicate the number of months and the anticipated start date for this employment contract.

### **3. Work permit**

Carefully review statement agreeing that this contract is conditional upon the employee obtaining a valid work permit and his/her entry into Canada under the Live-in Caregiver Program.

### **4. Job description**

Enter last name, given name, age and type of care (child, elderly or disabled) for each person requiring care in the table provided.

In the space below the table, describe the care responsibilities/duties that the live-in caregiver will perform. Specify if there will be meal preparation, shopping, driving, housekeeping, pet care, etc. in the provided space.

### **5. Work Schedule and wages**

1. Enter the number of hours per week the employee will work.
2. Enter the daily start and end dates of the employee's workday, or if the schedule varies by day, specify the work hours in the space provided.
3. Enter the time in minutes that the employee will have for each meal break and specify if it will be paid or unpaid by checking the appropriate box.
4. Enter the number of health breaks and the time in minutes for each break. Specify if the health break(s) will be paid or unpaid by checking the appropriate box.
5. Enter the number of day(s) off per week that the employee will be entitled to and specify the day(s).
6. Enter the number of vacation days the employee will be entitled to by year and the number of weeks in advance the schedule shall be confirmed by both you and the employee.
7. Enter the number of sick days per year the employee will be entitled to and if they will be paid or unpaid by checking the appropriate box.
8. Please carefully read the statement to the effect that the employee shall be entitled to all applicable statutory and public holidays with pay.
9. Enter the gross wages amount, before deductions, per hour worked, in dollars and the equivalent amount in dollars per week.
10. Enter the frequency of payments; i.e., weekly, bi-weekly and monthly by checking the appropriate box.
- 11.-14. Please carefully review all statements regarding your agreement on overtime hours, prevailing wage rates requirements, room and board charges, taxes and deductions prescribed by law.

Read carefully NOTES on overtime and prevailing wage rate.

### **6. Recruitment Fees**

Carefully review policy regarding recruitment fees.

### **7. Accommodation**

1. Carefully review policy on suitable accommodation that you agree to provide to the employee.
2. Enter the dollar amount for cost of the room and specify if this is weekly, bi-weekly or monthly by checking the appropriate box. Please note that the amount cannot exceed provincial/territorial standards where applicable.
3. Enter the dollar amount for cost of meals and specify if this is weekly, bi-weekly or monthly by checking the appropriate box. Please note that the amount cannot exceed provincial/territorial standards where applicable.
4. Carefully review policy on accommodation regarding a room with lock, key and safety bolt from within.
5. Carefully review the agreement to provide independent access to the residence where employee resides.
6. Check appropriate boxes to indicate if you are providing the employee with private bathroom, telephone (and if charges apply), radio, television, Internet access (and if charges apply). Although these features are not mandatory it would be important to indicate if provided. Give a description of the employee's room and furnishings in the space provided.

## **8. Transportation costs**

Use appropriate clause i.e., #1 where live-in caregiver resides abroad or #2 where he/she resides in Canada and strike out clause that does not apply. Please review carefully transportation requirements applicable to the relevant situation and the note regarding transportation policy.

## **9. Health care insurance**

Carefully review your agreement on health care insurance policy.

## **10. Workplace safety insurance**

Carefully review your agreement on workplace safety insurance policy.

## **11. Notice of resignation**

The employer will enter the amount in weeks of advance notice to be provided by the employee as per relevant provincial/territorial employment standards in the space provided.

## **12. Notice of termination of employment**

The employer will enter amount in weeks of advance notice to be provided to the employee as per relevant provincial/territorial employment standards in the space provided.

## **CONTRACT SUBJECT TO PROVINCIAL/TERRITORIAL LABOUR AND EMPLOYMENT LEGISLATION**

Note that the contract is subject to applicable labour and employment legislation by reading this section carefully.

## **SIGNATURE OF ALL EMPLOYERS**

Read the 5 declarations carefully.

### **EMPLOYER #1**

Print your given name and surname, sign and date the contract.

### **EMPLOYER # 2**

If applicable, add same information as requested for employer # 1, sign and date the contract.

## **SIGNATURE OF EMPLOYEE**

Read the 3 declarations carefully. Print your given name and surname, sign and date the contract.