

WRITTEN PARTICULARS
(DOMESTIC WORKER/GARDENER)

Given by:

(herein after referred to as "the employer")

Address of employer:
.....
.....
.....

to

(herein after referred to as "the employee")

ID/Passport number _____

Address of employee:
.....
.....

Cell
number.....

Next of kin cell nr.....

1. Commencement

Employment has begun on This contract supersedes any previous agreements made. Provision is made in this to cover the COID Act, and agreement for UIF. Date of signing will not overwrite date of employment commenced.

2. **Place of work**

3. **Job description**

Job Title
(e.g. Domestic worker, child minder, gardener, etc)

4. **Hours of work**

4.1 Normal working hours will be hours per week, made up as follows:

Monday / Tuesday / Wednesday / Thursday / Friday: am to pm

4.2 Overtime will only be worked as agreed from time to time and will be paid at the rate of one and a half times of the total wage.

4.3 **Wage**

4.4 The employees wage shall be paid in cash/EFT on the last working day of every week/month and shall be: R.....
UIF of 1% will be deducted, or will be paid by the employer as per agreement.

R.....
=====

5. **Termination of employment**

Either party can terminate this agreement with one weeks notice during the first six months of employment and with four weeks notice there after. Notice must be given in writing except when it is given by an illiterate domestic worker. In the case where the domestic worker is illiterate notice must be explained orally by or on behalf of the employer.

Relocation of the employer will require a normal one-month notice unless the employee is willing to relocate as well.

6. **Public Holidays/Sunday Work**

Any work on a public holiday will be by agreement between parties and will be paid at a rate of double the normal hour rate.

7. Annual Leave

The employee is entitled to three weeks paid leave after every 12 months of continuous service. Such leave is to be taken at times convenient to the employer and the employer may require the employee to take his/her leave at such times as coincide with that of the employer.

8. Sick leave

- 8.1 During every sick leave cycle of 36 months the employee will be entitled to an amount of paid sick leave equal to the number of days the employee would normally work during a period of six weeks.
- 8.2 During the first six months of employment the employee will entitled to one day's paid sick leave for every 26 days worked.
- 8.3 The employee is to notify the employer as soon as possible in case of his/her absence from work through illness.
- 8.4 A medical certificate may be required if absent for more than 2 consecutive days or has been absent on more than two occasions during an eight-week period.

9. Maternity leave

(Tick the applicable clauses in the space provided).

- 9.1 The employee will be entitled to months maternity leave without pay; or
- 9.2 The employee will be entitled to months maternity leave on pay

10. Family responsibility leave

The employee will be entitled to five days family responsibility leave during each leave cycle if he or she works on at least four days a week.

11. COVID19

The employee will always wear a mask if close or in any contact with people in the workplace.

The employee will be registered at the Compensations Fund, for Disease and injury.

12. Other conditions of employment or benefits

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.....

.....

13. General

Any changes to the written particulars will only be valid if agreed to by both parties.

.....
EMPLOYER

Acknowledgement of receipt by employee:

.....
EMPLOYEE

Date:

JOB DESCRIPTION

Indicate functions required by a X in the appropriate block

Child minding / baby sitting	<input type="checkbox"/>	Laundry – machine wash	<input type="checkbox"/>
Minding old/sick employer or relative	<input type="checkbox"/>	Laundry – hand wash	<input type="checkbox"/>
General tidying of house	<input type="checkbox"/>	Hanging out of laundry	<input type="checkbox"/>
Making of beds	<input type="checkbox"/>	Washing of curtains	<input type="checkbox"/>
Vacuuming of carpets	<input type="checkbox"/>	Ironing	<input type="checkbox"/>
Vacuuming of upholstery	<input type="checkbox"/>	Small mending job, e.g. replacing buttons, hems, etc	<input type="checkbox"/>
Dusting	<input type="checkbox"/>	Defrosting and cleaning fridge & freezer	<input type="checkbox"/>
Wiping down of all appliances e.g. T.V etc	<input type="checkbox"/>	Cleaning of windows and glass doors inside and out	<input type="checkbox"/>
Cleaning of walls, light switches, doors etc	<input type="checkbox"/>	Cleaning of all used equipment e.g. vacuum cleaner	<input type="checkbox"/>
Cleaning of ornaments	<input type="checkbox"/>	Packing away of groceries	<input type="checkbox"/>
Cleaning of toilets, basins, baths, showers, taps etc.	<input type="checkbox"/>	Removal of refuse for collection	<input type="checkbox"/>
Mopping of tiled/vinyl floors	<input type="checkbox"/>	Sweeping of outside patios, steps, etc	<input type="checkbox"/>
Cleaning of inside of cupboards	<input type="checkbox"/>	Wiping down of outside lights	<input type="checkbox"/>
Cleaning of stove and oven	<input type="checkbox"/>	Cleaning of outside room's and cloakroom	<input type="checkbox"/>
Preparation/cooking of breakfast	<input type="checkbox"/>	General driving duties and errands	<input type="checkbox"/>
Preparation/cooking of lunch	<input type="checkbox"/>	Wash cars	<input type="checkbox"/>
Preparation/cooking of supper	<input type="checkbox"/>	Maintain garden in clean and tidy condition	<input type="checkbox"/>
Setting of table	<input type="checkbox"/>	Caring for pool	<input type="checkbox"/>
Cleaning away after breakfast/lunch/supper	<input type="checkbox"/>	Mow lawns	<input type="checkbox"/>
Polishing of floors and verandas	<input type="checkbox"/>	Weeding	<input type="checkbox"/>
Cleaning brass and silver	<input type="checkbox"/>	Trimming and pruning	<input type="checkbox"/>
Washing of Walls	<input type="checkbox"/>	Washing and grooming of dogs	<input type="checkbox"/>
Other.....	<input type="checkbox"/>	Painting of walls	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>