

# Self-Assessment Checklist

	Yes	To Do	Need Support
<b>Determine your Needs</b>			
I know the type of tasks the domestic worker is responsible for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand well my expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have a job description for the domestic worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I communicated all the above to the worker I employed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contracts and Conditions</b>			
I have in place a written contract with the domestic worker which includes a job description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The contract covers termination terms for both myself and the worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Salary and Fair Wages</b>			
I provide a fair pay allowing the worker to make a decent living	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I pay regularly and on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I've increased the wages when responsibilities increase (i.e. caring for an additional child or adding new house cleaning tasks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Self-Assessment Checklist (continued)

	Yes	To Do	Need Support
<b>Salary and Fair Wages (continued)</b>			
I've increased the wages to reflect the inflation rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I've provided overtime pay for longer hours of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have not deducted housing and food from the wage of live-in worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Working Hours and Leave</b>			
The live-in worker has at least 10 hours of uninterrupted rest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have provided paid annual leave to the worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have provided the worker with paid sick leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have provided days-off on public holidays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Creating a Safe Work Environment</b>			
I pay NIS for the worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have provided the worker with a safe and friendly environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Self-Assessment Checklist (continued)

	Yes	To Do	Need Support
<b>Creating a Safe Work Environment (continued)</b>			
I have provided the worker with access to kitchen facilities to prepare food, get water, snacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication and Development</b>			
I communicate in a friendly and polite way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have a monthly/quarterly catch up with the domestic worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I provide the worker with training opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

