

EMPLOYMENT CONTRACT EXAMPLE

PLEASE DO NOT FILL THIS EXAMPLE

A. DURATION OF WORK:

This contract is valid for one year and is applicable only during the trips that _____ (employee) makes with _____ (employer/s) to the United States.

B. SALARY AND BENEFITS:

1. SALARY:

_____ (Employee) will receive a minimum wage belonging to the State of _____ (or the City of _____) which is currently US\$_____ per hour. All federal, state, and local taxes that apply to the salary of _____ (employee) will be deducted from his or her salary. _____ (employer/s) will pay all federal, state, and local taxes that apply to the salary of _____ (employee) and are the responsibility of the employer.

For information on prevailing wages in the United States, visit the [Foreign Labor Certification Data Center](#) and go to the "Search Wizard". Select the state where you are going and the type of work. Some of the most commonly used codes are: 37-2012 Maids & Housekeeping Cleaners, 39-9011 Child Care Workers, 39-9021 Personal & Home Care Aides.

2. BENEFITS:

- _____ (Employee) will receive the following benefits:
- a) Payment equal to 150% of his/her normal hourly wage for each hour worked over 40 hours in a week;
 - b) Payment of medical expenses;
 - c) Insurance;
 - d) Per diem;
 - e) Accommodation and food.

3. WORK SCHEDULE:

The normal working hours for _____ (employee) will be 9:00 a.m. to 5:00 p.m. from Monday to Friday.

C. TERMINATION OF WORK:

_____ (Employer/s) will notify _____ (employee) at least two weeks prior to the termination of his/her contract. It is not required that _____ (employee) give more than two weeks notice prior to the termination of his/her contract with _____ (employer/s).

D. ONLY ONE EMPLOYER:

_____ (Employee) can only work for _____ (employer/s) in the United States.

E. TRANSPORTATION, HOUSING AND FOOD:

_____ (Employer/s) will provide _____ (employee) with accommodation, food, and round-trip tickets. These costs must not be deducted from the salary of _____ (employee).

F. UNDERSTANDING:

_____ (Employee) understands this contract and may answer simple questions about the conditions of employment.

NAME OF EMPLOYER

SIGNATURE

NAME OF EMPLOYER

SIGNATURE

NAME OF EMPLOYEE

SIGNATURE