

Original employment contract signed by the employer and the employee. The contract must stipulate:

- a) Name of employer, spouse, and any other family member(s) who will be traveling with the domestic employee;
- b) A description of the work duties of the employee;
- c) The number of hours to be worked by the employee per week;
- d) The rate of pay (the [state](#) or [federal minimum](#) or [prevailing wage](#), whichever is greater for every hour worked);
- e) The number of authorized holidays, vacation, and sick leave days per year;
- f) The regular day(s) off each week;
- g) The frequency and form of payment;
- h) The rate of overtime pay (state law governing overtime rates can be checked [here](#));
- i) Any money deducted for food or lodging;
- j) That the employer will not withhold the employee's passport, employment contract, or other personal property, nor prohibit the employee from leaving the premises when the employee is not on duty;
- k) That the employer will pay the domestic employee's travel expenses to and from the United States:
 - If the domestic employee is working for an alien visiting the United States temporarily, the employer will pay for the domestic employee's round trip travel expenses to and from the United States.
 - Employers who are transferring temporarily to the United States will pay the employee's travel expenses to the United States and subsequently to the employer's onward assignment, or to the employee's country of normal residence at the termination of the assignment in the United States.
- l) That the employee will not accept any other employment while working for the employer;
- m) That both parties understand that the employee cannot be required to remain on the premises after working hours without compensation;
- n) That the employer agrees to abide by all Federal, State, and local laws in the United States.