

EMBASSY OF THE UNITED STATES OF AMERICA
Port of Spain, Trinidad and Tobago



SAMPLE EMPLOYMENT CONTRACT
FOREIGN NATIONAL AS A DOMESTIC EMPLOYEE

1. Sponsoring Employer Name: _____
2. Domestic Employee Name: _____
3. Date Domestic Employee began working for Sponsoring Employer: _____
4. Domestic Employee duties in the United States: _____
5. Domestic Employee work **hours per week** in the United States: _____
6. Domestic Employee **salary per hour** in the United States: _____

The Sponsoring Employer guarantees that the Domestic Employee will be paid at the U.S. Federal or State prevailing or minimum wage, whichever is greater. The U.S. Federal Minimum Wage is \$7.25 per hour (state law governing overtime rates can be checked at www.dol.gov/general/topic/wages). The Employee must be advised of the frequency and mode of payment.

Overtime compensation of a minimum of 150% of the regular wage must be paid for more than 40 hours of work per week. The Sponsoring Employer agrees to abide by U.S. Federal and State labor and tax law. The Sponsoring Employer must provide sick leave and vacation leave to the Domestic Employee.

Beyond salary payment, the Sponsoring Employer agrees to provide the Domestic Employee with transportation to and from the United States, food and living accommodation at no cost to the employee. Also, the Sponsoring Employer is financially responsible for the Domestic Employee's medical expenses.

The Sponsoring Employer agrees not to withhold the Domestic Employee's passport, employment contract or other personal property.

The Domestic Employee agrees to work only for the Sponsoring Employer while in the United States and to depart the United States with the Sponsoring Employer at the end of the visit.

The Domestic Employee should report abusive treatment to the local U.S. police by calling 911 and to the U.S. Department of Health and Human Services domestic employee abuse hotline at 1-888-373-7888.

Should the Domestic Employee leave employment while in the U.S. for any reason, the Employer will be responsible for ensuring that the Domestic Employee departs the U.S. or for contacting the U.S. Citizenship and Immigration Service (USCIS) and the U.S. Embassy or Consulate who issued the B1 visa to report the facts and to provide full assistance in ensuring the Domestic Employee leaves the U.S. as scheduled.

By placing their signatures below, the Sponsoring Employer and Domestic Employee both agree to the terms set forth in this contract.

Signature of Employer

Signature of Employee

Date

Date