

*I'M A NANNY AND I'M CALLING  
TO HEAR ABOUT MY RIGHTS...*

**TRUCE**

*WELL, DEAR, YOU'VE CALLED  
THE RIGHT PLACE!*

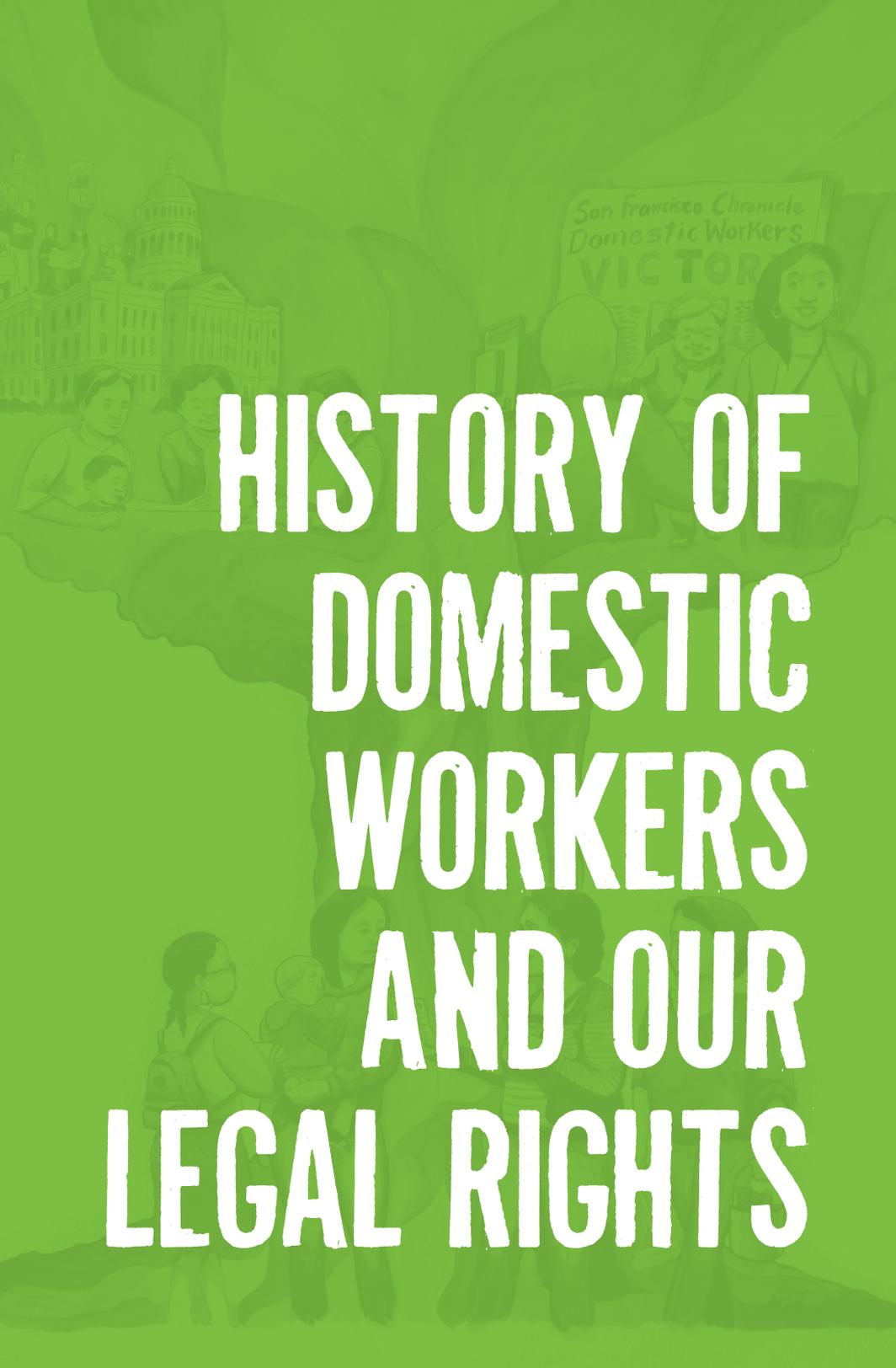
# KNOW YOUR RIGHTS BOOKLET



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# HISTORY OF DOMESTIC WORKERS AND OUR LEGAL RIGHTS

# AM I A DOMESTIC WORKER?

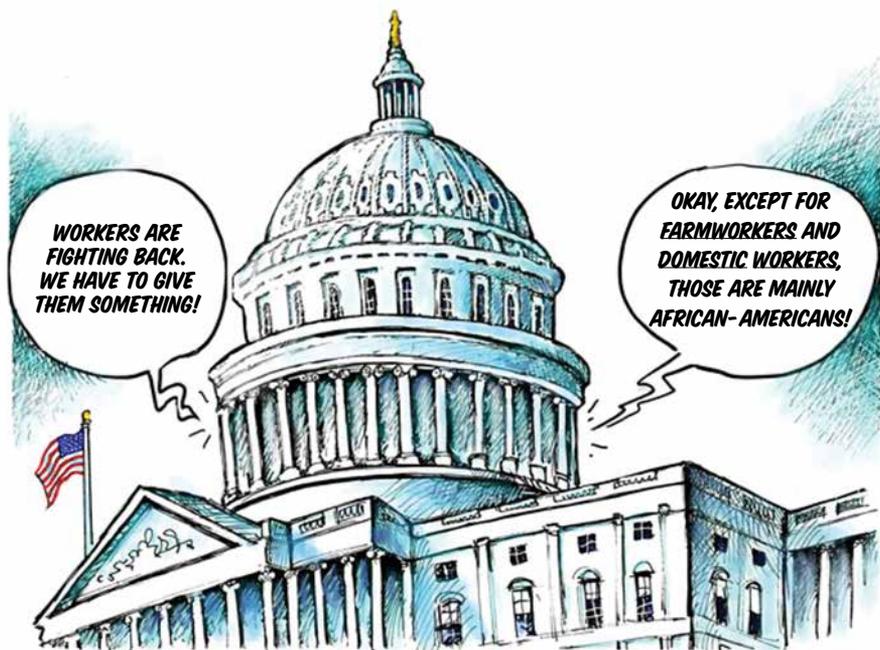
You are a domestic worker if you work in a **private home** and you are a:

- Nanny or childcare provider,
- Caregiver or attendant to people with disabilities or seniors,
- Housecleaner or cook,
- Gardener, or other household worker.

*I AM PROUD OF MY HARD WORK*



In 1938, Congress enacted the Fair Labor Standards Act which granted minimum wage and overtime protections to workers in the U.S. Rooted in the legacy of slavery in the U.S., two key groups of workers were excluded: farmworkers and domestic workers. Southern lawmakers refused to pass the Act unless farmworkers and domestic workers were excluded. They did not want to open the door to equality for African-Americans who made up the majority of that workforce.



In 1968 – in the height of mass protest during the Civil Rights Movement – because of the people’s pressure, California considered

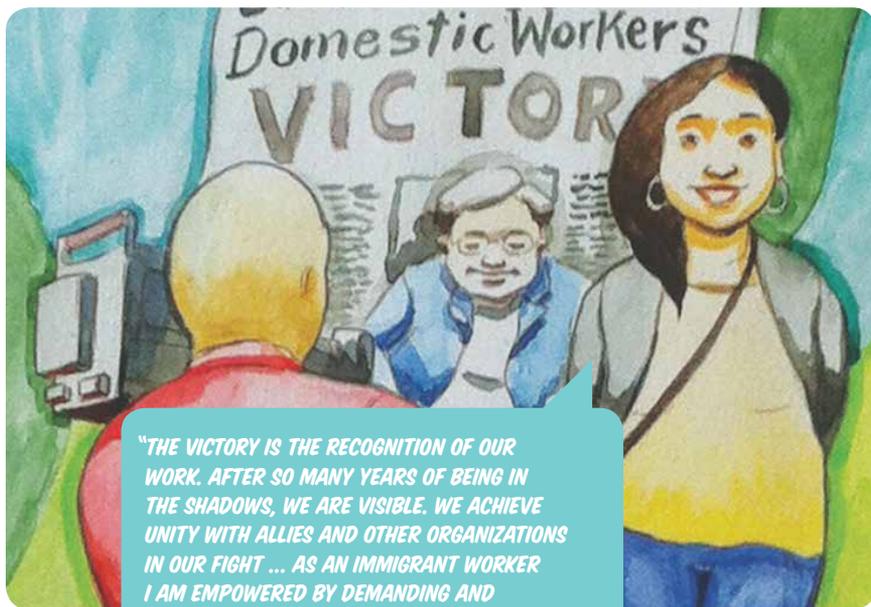
the possibility of **minimum wage, overtime, and other labor protections** for domestic workers. In 1976, California passed a Household Occupations Wage Order. But, it excluded workers who spent a significant amount of time caring for children, seniors, and people with disabilities.



Lawmakers did not consider domestic work to be a real job and argued that people do it as a “source of rewarding activity” and only for “supplemental income.”



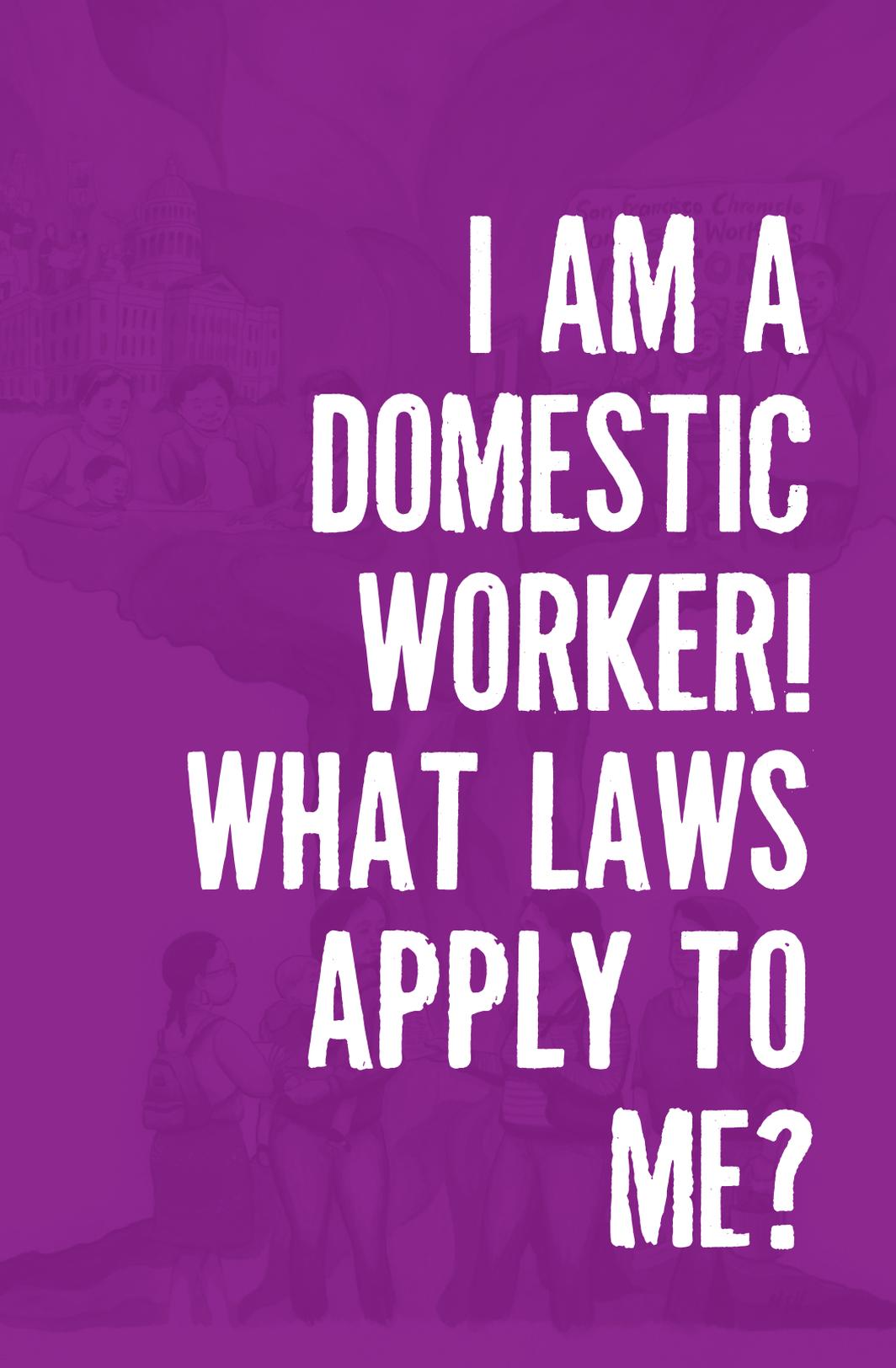
In 2013, the California Domestic Workers Coalition won the **Domestic Worker Bill of Rights**. This law guaranteed landmark protections for domestic workers, extending overtime protections to historically excluded workers.



*"THE VICTORY IS THE RECOGNITION OF OUR WORK. AFTER SO MANY YEARS OF BEING IN THE SHADOWS, WE ARE VISIBLE. WE ACHIEVE UNITY WITH ALLIES AND OTHER ORGANIZATIONS IN OUR FIGHT ... AS AN IMMIGRANT WORKER I AM EMPOWERED BY DEMANDING AND UNDERSTANDING THAT I HAVE RIGHTS."*

*—SYLVIA LÓPEZ, LEADER  
WITH MUJERES UNIDAS Y ACTIVAS*

***IN 2016, DOMESTIC WORKERS FROM ACROSS CA UNITED ONCE AGAIN AND WERE VICTORIOUS IN MAKING THE RIGHT TO OVERTIME PERMANENT FOR ALL DOMESTIC WORKERS THROUGH SENATE BILL 1015. ¡SI SE PUDO!***



**I AM A  
DOMESTIC  
WORKER!  
WHAT LAWS  
APPLY TO  
ME?**

# WHAT LAWS APPLY TO ME?

There are national, state and city laws that give you legal protection. Employers **must** follow the law that gives workers the **most** protection. Usually that will be California (state) law but there are some exceptions.



This booklet will focus on your rights generally under **California law**. However, you may have greater protections under federal law in certain circumstances. This booklet will specifically cover overtime protections in both California and federal laws, but please consult an advocate to figure out which combination of laws give you the greatest protection.

# WHAT ABOUT MY STATUS?

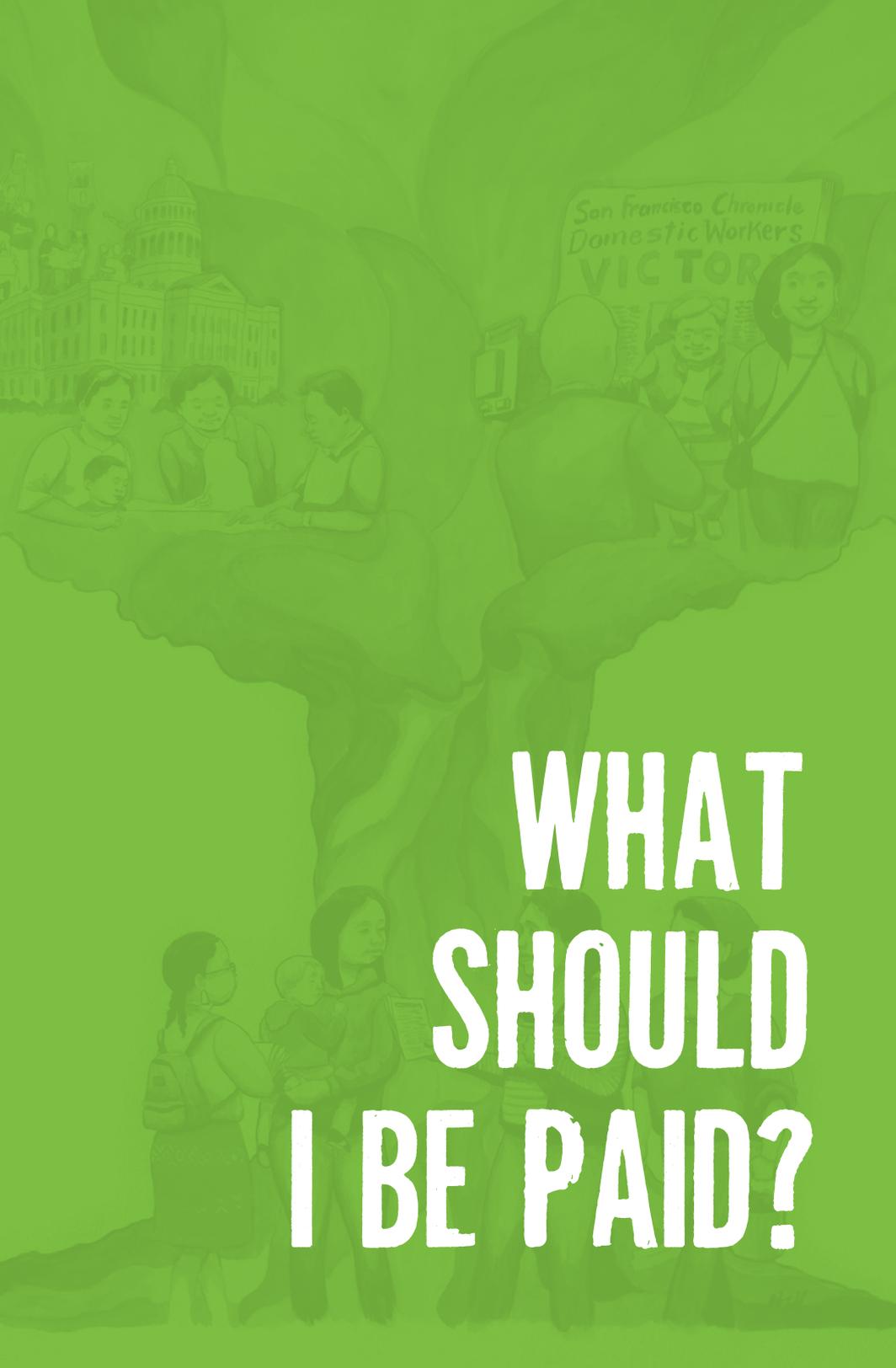
I AM A DOMESTIC WORKER! WHAT LAWS APPLY TO ME?



ALL IMMIGRANTS HAVE RIGHTS AS WORKERS!

**You are covered by basic wage and hour laws, regardless of immigration status.**

This means that whether or not you have papers to work, you have the right to claim the wages you are owed and to speak up about your rights.



# WHAT SHOULD I BE PAID?

# AT TIME OF HIRE

At the **time of hire** and also at any time there are changes to your wages or employer's information, you should receive a **written notice** (in the language you and employer communicate in) telling you:

1. your rate(s) of pay,
2. whether you will be paid by the hour, shift, day, week, salary, piece, commission, or otherwise, including any rates for overtime, if applicable,
3. how often you will be paid,
4. the employer's name, address and phone number & the name, address and phone number of the employer's worker's compensation insurance carrier.

# RIGHT TO MINIMUM WAGE

All domestic workers are entitled to minimum wage, except babysitters under the age of 18 and the employer's parent, child or spouse. **You are owed the HIGHEST rate that applies.** Since the federal minimum wage is \$7.25/hour, you are entitled to the higher California minimum wage or your city's local minimum wage, see next page.

## California Minimum Wage: (for employers with 25 employees or less)

**\$9.00 / Hour**  
(as of July 2014)

**\$11.00/Hour**  
(as of Jan. 2019)

**\$10.00 / Hour**  
(as of Jan. 2016)

**\$12.00/Hour**  
(as of Jan. 2020)

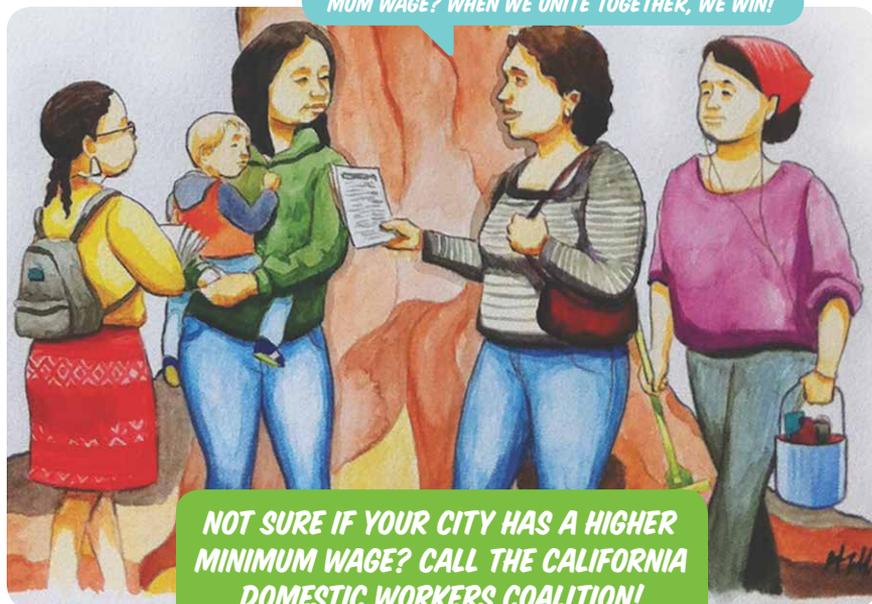
**\$10.50/Hour**  
(as of Jan. 2018)

**\$13.00/Hour**  
(as of Jan. 2021)

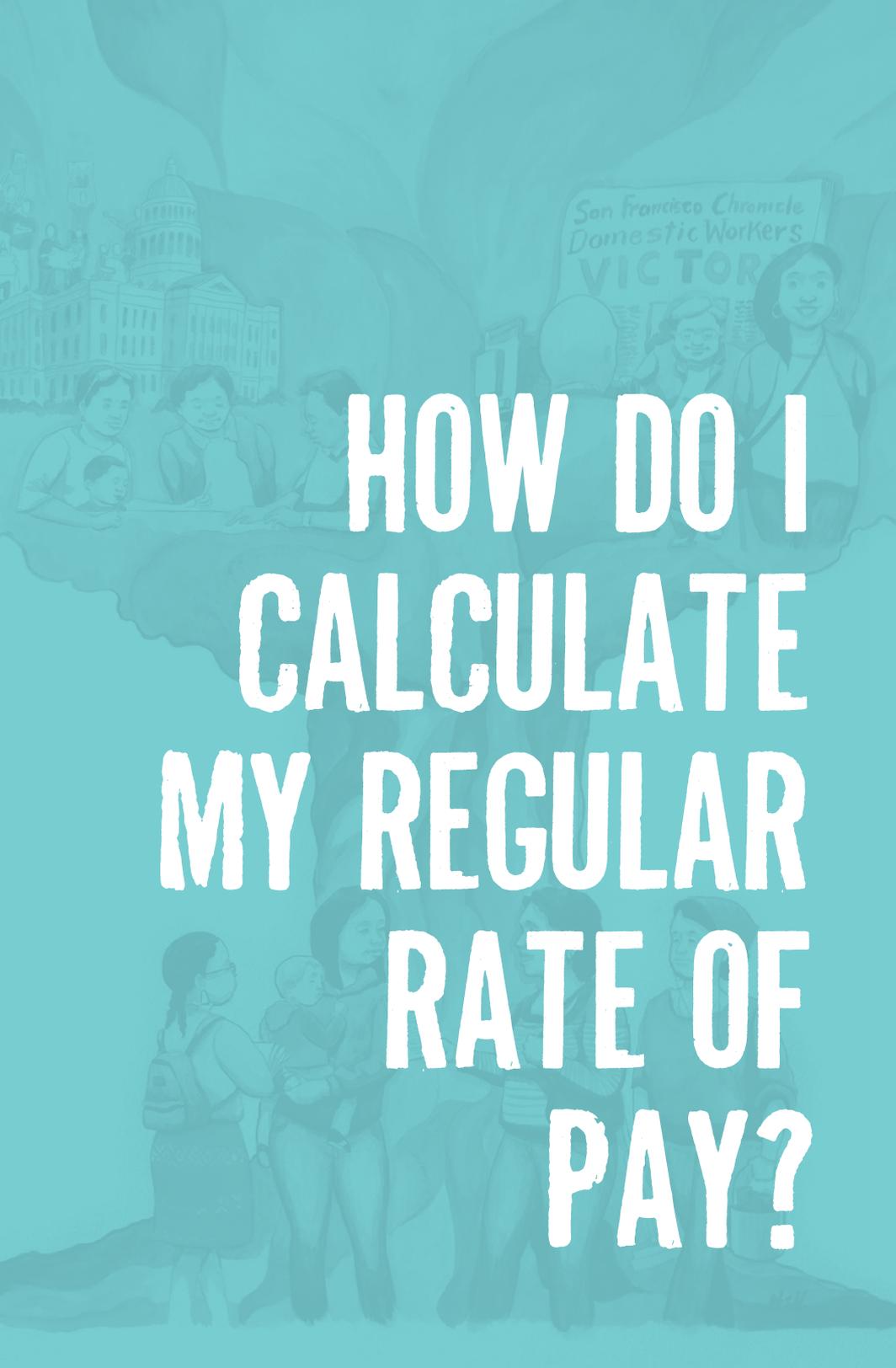
Some cities have a higher minimum wage. To find out if your city has a local minimum wage, go to our website:

[www.cadomesticworkers.org/resources](http://www.cadomesticworkers.org/resources)

*DID YOU HEAR ABOUT HOW WE RAISED THE MINIMUM WAGE? WHEN WE UNITE TOGETHER, WE WIN!*



***NOT SURE IF YOUR CITY HAS A HIGHER MINIMUM WAGE? CALL THE CALIFORNIA DOMESTIC WORKERS COALITION!***

The background is a teal-colored illustration. On the left, there's a depiction of a government building with a dome. In the center and right, there are several women and children. One woman is holding a baby. Another woman is holding a newspaper that says "San Francisco Chronicle Domestic Workers VICTORY". The overall scene suggests a community of domestic workers and their families.

# HOW DO I CALCULATE MY REGULAR RATE OF PAY?

# HOW MUCH AM I SUPPOSED TO BE PAID?

HOW DO I CALCULATE MY REGULAR RATE OF PAY?

MY EMPLOYER PAYS ME \$80 PER DAY. IS THAT RIGHT?

BUT CORAZÓN, YOU ALWAYS WORK OVER 12 HOURS PER DAY. NO, THAT PAY IS NOT ENOUGH! YOUR RIGHTS ARE IN VIOLATION.

AND HOW ABOUT ME? I AM PAID A YEARLY SALARY. HOW DO WE FIGURE OUT IF WE ARE GETTING PAID WHAT WE'RE OWED UNDER THE LAW?

FIRST, YOU NEED TO FIGURE OUT: WHAT IS YOUR REGULAR RATE OF PAY...



# WHAT IS A "REGULAR RATE OF PAY?"

"Regular Rate of Pay" = Your Hourly Wage

*WHY IS IT IMPORTANT  
TO KNOW MY REGULAR  
RATE OF PAY?*



HOW DO I CALCULATE MY REGULAR RATE OF PAY?

- To make sure that you are being paid the minimum wage and overtime.
- If your regular rate of pay is **LESS** than minimum wage, then you are entitled to earn the minimum wage **INSTEAD!**
- If you are entitled to overtime and are paid on a fixed salary, your salary does **not** include overtime wages, regardless of any agreement between you and the employer.

# WHAT IF I AM PAID A DAILY RATE?

- If you are paid a flat daily rate, you must calculate your hourly rate to determine your regular rate of pay.
- Under California law, the daily rate needs to be divided by the total number of hours worked in a day, not to exceed 8 hours.

For example,

If you are paid \$80 per day and you work 8 hours:

$$\$80 / 8 \text{ Hours} = \$10 / \text{Hour}$$

If you are paid \$50 per day and you work 6 hours:

$$\$50 / 6 \text{ Hours} = \$8.33 / \text{Hour}$$



# WHAT IF I AM PAID A MONTHLY SALARY?

- Under California law, if you are paid by monthly salary, the salary must be converted to an hourly rate.

For example,

If your monthly salary is \$1,600 per month and you work 50 hours:

**\$1,600** per month x **12 months** = **\$19,200 per year.**

Divide by **52 weeks (in one year)** = **\$369.23 per week.**

Then divide by the number of weekly hours, not to exceed 40 (**\$369.23 per week/40 hours per week**) = **\$9.23 per hour.** This is your regular rate of pay.



**DO I  
QUALIFY FOR  
OVERTIME?**

# RIGHT TO BE PAID OVERTIME

With the passage of the **California Domestic Worker Bill of Rights**, most domestic workers are now entitled to some form of overtime pay, but there are exceptions. Your overtime pay depends on the type of domestic work that you do and whether you **live-in** or **live-out** of your employer's home.

DO I QUALIFY FOR OVERTIME?



# WHAT IS A PERSONAL ATTENDANT?

Under California law, **personal attendants** are caregivers and child care providers who spend a significant amount of time caring for children, seniors or people with disabilities. Personal attendants can either be **live-in or live-out** employees. **If more than twenty percent (20%) of your time in a week is spent on non-caregiving duties, such as general housekeeping, you are NOT a personal attendant.**

Personal attendants were originally excluded from overtime protection, but in September 2013 the Governor signed into law the California Domestic Worker Bill of Rights (AB 241) extending overtime protection to personal attendants! AB 241 became effective on January 1, 2014. In 2016, the California Domestic Workers Coalition made AB 241 overtime rights permanent **by passing SB 1015.**

# BUT WAIT, THERE ARE SOME EXCEPTIONS...

Certain personal attendants are excluded from CA state overtime laws, including:

1. Casual babysitters and babysitters under the age of 18;
2. The employer's parent, grandparent, spouse, sibling or child;
3. Personal attendants working for IHSS recipients or paid through the Dept. of Developmental Services;
4. Certain childcare providers working for families that get state childcare funds.

These workers may be entitled to federal overtime laws as long as they are not companions or live-in domestic workers hired directly by the household for whom the worker provides services (direct hire).

Note: Casual babysitters are not entitled to overtime under either California or federal laws. See pg. 29.

# AM I A PERSONAL ATTENDANT?

## Caregiving Duties

## Non-Caregiving Duties

Feeding the client

Housecleaning

Bathing client

Cooking

Dressing the client

Laundry

Toileting

Making beds

Direct Supervision of client (e.g. help with toileting, walking, transferring)

Other duties related to maintaining the household (e.g. gardening)

Time Spent: 80% or more of your total work time

Time Spent: 20% or less of your total work time

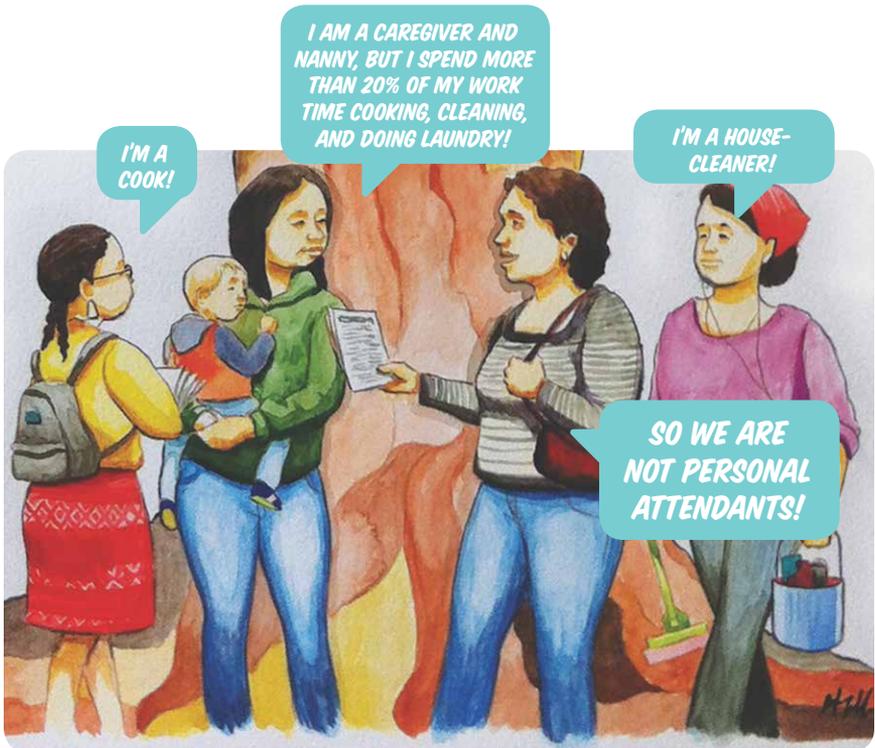
For example, if you work 40 hours a week and spend more than 32 hours on above duties, you are a personal attendant.

For example, if you work 40 hours a week and spend more than 8 hours on above duties, you are **NOT** a personal attendant.

# YOU ARE NOT A PERSONAL ATTENDANT IF....

...you spend more than 20% of your total weekly hours on non-caregiving duties.

Domestic workers who are not personal attendants get different types of overtime depending on whether you are a live-in or live-out worker.



# WHAT IS A COMPANION?

Under federal law, a companion is a caregiver who provides fellowship and protection to seniors and people with disabilities. Assistance with daily care activities such as dressing/grooming, light housework, transferring, and meal preparation cannot be more than 20 percent of the total hours worked per week. Domestic services performed primarily for other household members and medically-related services for the person are not companionship services.

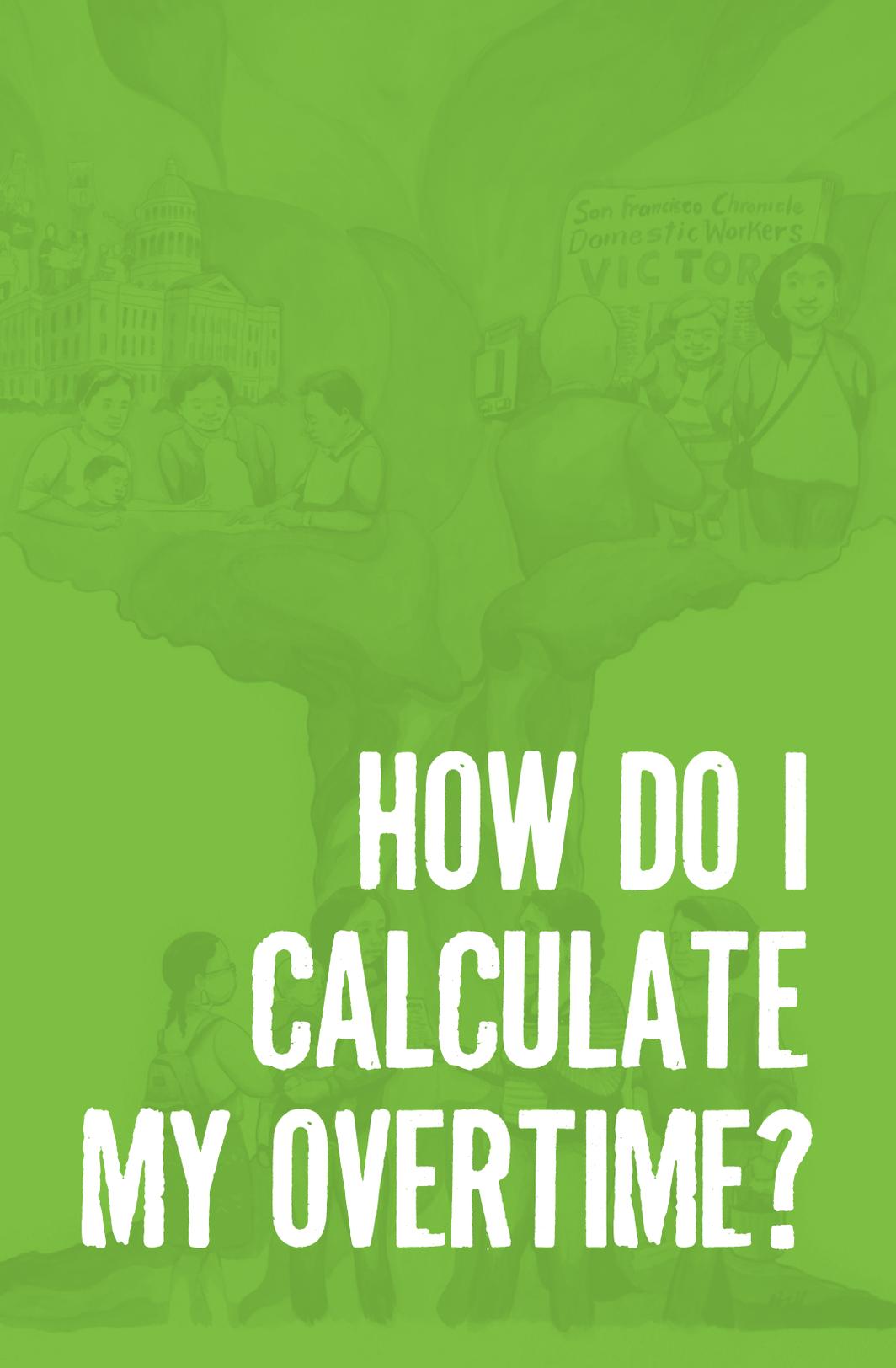
DO I QUALIFY FOR OVERTIME?

If you are a companion hired directly by the household (direct hire), you are not entitled to federal overtime (after 40 hours in a week). You will be entitled to state overtime laws. See pg. 29.

# AM I A COMPANION?

Companion Duties (Fellowship & Protection)	Non-Companion Duties (Personal Care)
Hobbies (e.g. crafts, reading)	Dressing
Playing Games (e.g. cards, chess)	Grooming
Keeping Company (conversation)	Bathing
Accompanying on walks, errands, appointments, social events	Cooking
	Cleaning
	Assisting with other daily activities
Time Spent: 80% or more of your total work time	Time Spent: 20% or less of your total work time
For example, if you work 40 hours a week and spend 32 hours or more on above duties, you are a companion.	For example, if you work 40 hours a week and spend more than 8 hours on above duties, you are not considered a companion.

Starting January 1, 2015, all domestic workers except live-in domestic workers and companions hired directly by the household (direct hire) get federal overtime after 40 hours in a week. Workers who are exempt under federal law may have protections under state law.



# HOW DO I CALCULATE MY OVERTIME?



# SUMMARY OF OVERTIME LAWS

Both federal and state laws provide coverage to domestic workers. Together, these laws provide overtime coverage to all domestic workers in California except casual babysitters. Below is a combination of federal and state overtime laws that reflects the greatest worker protections.

HOW DO I CALCULATE MY OVERTIME?

## 8/40/12

- 1.5 X regular rate of pay for work over 8 hours in a day and/or 40 hours in a week
- 2 X regular rate of pay for work over 12 hours in a day
- 1.5 X regular rate of pay for the first 8 hours on the 7<sup>th</sup> consecutive day
- 2 X regular rate of pay for work over 8 hours on the 7<sup>th</sup> consecutive day

## 9/40

- 1.5 X rate for work over 9 hours in a day
- 1.5 X rate for work over 40 hours in a week

## 9/45

- 1.5 X regular rate for work over 9 hours in a day
- 1.5 X regular rate for work over 45 hours in a week

## 9 Hours with 6<sup>th</sup> and 7<sup>th</sup> Day

- 1.5 X regular rate of pay for work over 9 hours in a day
- On the 6<sup>th</sup> and 7<sup>th</sup> consecutive Day:
  - 1.5 X regular rate for the first 9 hours of work
  - 2 X regular rate after 9 hours

## 9/40 with 6<sup>th</sup> and 7<sup>th</sup> Day:

- 1.5 X the regular rate of pay after 9 hours in a day and/or 40 hours in a week
- On the 6<sup>th</sup> and 7<sup>th</sup> consecutive Day:
  - 1.5 X regular rate of pay for the first 9 hours of work
  - 2 X regular rate of pay after 9 hours

# 8/40/12 IS FOR LIVE-OUT DOMESTIC WORKERS

## **Live-out domestic workers who are NOT personal attendants are entitled to:**

- 1.5 X regular rate of pay for:
  - All hours over 8 hours in a day,
  - All hours over 40 hours in a week, and
  - The first 8 hours on the 7th consecutive day in a week
- 2 X regular rate of pay for:
  - All hours over 12 hours in a day, and
  - Over 8 hours on the 7th consecutive day in a week

# 9/40 IS FOR MOST\* PERSONAL ATTENDANTS

If you are a personal attendant, you gained the right to 9/45 state overtime on Jan. 1, 2014. The federal laws also changed on January 1, 2015 expanding the right to overtime under federal law (after 40 hours a week) to personal attendants.

If you are a personal attendant and you do not meet the restrictions on p.23, you are entitled to overtime at:

- 1.5 X regular rate of pay after 9 hours per day (as of Jan. 1, 2014)
- 1.5 X regular rate of pay after 45 hours in a week (between Jan. 1, 2014-Jan. 1, 2015)
- 1.5 X regular rate of pay after 40 hours in a week (as of Jan. 1, 2015)

**\*Personal attendants who provide services through In Home Support Service (IHSS) or Department of Developmental Services (DDS) or get funding through certain state childcare funds and who are not companions or live-ins hired by the household have the right to:**

- 1.5 X regular rate of pay after 40 hours in a week (as of Jan. 1, 2015).

# 9/45 IS FOR PERSONAL ATTENDANTS DIRECTLY HIRED BY HOUSEHOLD AND ARE LIVE-IN AND/OR COMPANIONS

If you are hired directly by the household as a live-in worker or a companion and you are also considered a personal attendant, you are entitled to (as of Jan. 1, 2014):

- 1.5 X regular rate of pay after 9 hours in a day
- 1.5 X regular rate of pay after 45 hours in a week



# 9 HOURS WITH 6<sup>TH</sup> AND 7<sup>TH</sup> IS FOR LIVE-IN DOMESTIC WORKERS HIRED DIRECTLY BY THE HOUSEHOLD

If you are a live-in employee, generally it means that you are staying at your employer's residence, as a requirement of the job, for at least 5 or more days.

Live-in domestic workers who are hired directly by the household and are not personal attendants are entitled to:

- 1.5 X regular rate of pay for work over 9 hours in a day
- 1.5 X regular rate of pay for the first 9 hours on the 6<sup>th</sup> and 7<sup>th</sup> consecutive day
- 2 X regular rate of pay for work over 9 hours on the 6<sup>th</sup> and 7<sup>th</sup> consecutive day

# 9/40 WITH 6TH AND 7TH DAY IS FOR LIVE-IN DOMESTIC WORKERS HIRED BY AGENCY

Live-in domestic workers who are hired by an agency and are not personal attendants are entitled to:

- 1.5 X regular rate of pay for work over 9 hours in a day and/or 40 hours in a week
- 1.5 X regular rate of pay for the first 9 hours on the 6<sup>th</sup> and 7<sup>th</sup> consecutive day
- 2 X regular rate of pay for work over 9 hours on the 6<sup>th</sup> and 7<sup>th</sup> consecutive day



**DO I GET  
MEAL  
AND REST  
BREAKS?**

# RIGHT TO REST BREAKS

**All domestic workers** except personal attendants have the right to:

- **One 10-minute** rest break for shifts from **3 ½ to 6 hours** in length;
- **Two 10-minute** rest breaks for shifts of more than **6 hours and up to 10 hours**;
- **Three 10-minute** rest breaks for shifts of **more than 10 hours and up to 14 hours**.
- Authorized rest periods are counted as hours worked and must be paid.
- On-call or on-duty rest breaks are not permitted. You must be relieved of all duties during the rest period.
- Employer must pay one additional hour of pay at the employee's regular rate of pay for each work day that there is a rest break violation.

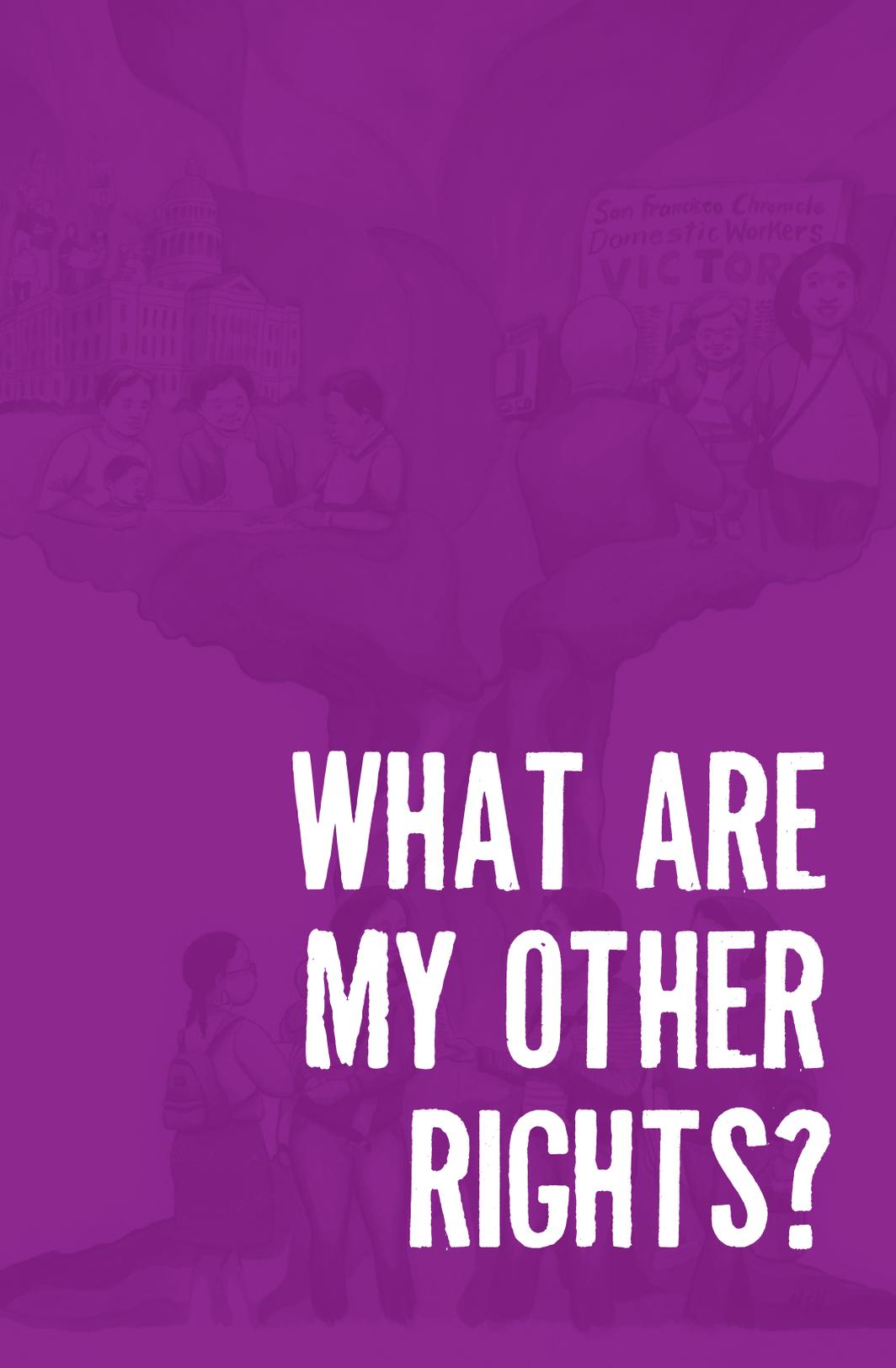


# RIGHT TO MEAL BREAKS

All domestic workers **except** personal attendants have the right to:

- **30-minute unpaid meal break** for work period of more than **5 hours**; a second meal period of **30 minutes** if work period is more than **10 hours** in a day.
- An employee may agree in writing to take an on-duty meal period only when the nature of the work prevents the employee from being relieved of all duties. The employee can revoke the agreement anytime. The on-duty meal period must be paid.
- An employee who works only 6 hours per day or less can waive the meal period.
- If an employee's total work time is no more than 12 hours per day, a second meal break may be waived as long as the first meal period was not waived.
- Employer must pay one additional hour of pay at the employee's regular rate of pay for each work day in which the employee is denied their right to meal breaks.



An illustration in shades of purple and blue. In the background, there's a building that looks like a state capitol. In the foreground, a group of people are gathered around a table, looking at documents. To the right, a newspaper clipping is visible with the text "San Francisco Chronicle Domestic Workers VICTOR".

# WHAT ARE MY OTHER RIGHTS?

# DO I HAVE ANY PROTECTION FROM BEING FIRED?

Most domestic workers are **“AT WILL” employees**. This means that the worker can generally be fired for any reason or for no reason at all. Your employer does not have to give you notice before firing you.

**However, it is illegal for an employer to fire or threaten to fire a worker for exercising**

**her workplace rights** such as complaining about minimum wage or overtime violations or filing a claim for unpaid wages. It is also illegal, for example, for an employer to fire or threaten to fire a worker for complaining about sexual harassment.

**It is illegal for an employer to threaten to call or call immigration or the police on a worker for**

**exercising her workplace rights.** There are serious penalties if an employer threatens to call or calls immigration or the police in retaliation for the worker enforcing her workplace rights.

# WHAT IS RETALIATION?

If you...

- File or tell your employer you will file a wage claim
- Complain to your employer about not getting paid minimum wage or overtime or getting breaks
- Testify in a wage claim hearing
- Talk to a government agency about your employer not paying you the required wages or your breaks

Then it is illegal for your employer to...

- Fire you
- Cut your pay
- Falsely accuse you of stealing
- Call or threaten to call immigration or the police



# PAID SICK DAYS



- On or after **January 1, 2015**, if you worked in California for the same employer for at least 30 days within a year, you will be entitled to paid sick days.
- On or after July 1, 2015 or if hired after that day on the first day of employment you will earn **one hour for every 30 hours** you work. You cannot use sick leave until you have worked at least 90 days for the employer. You do not need to find a replacement before you can use paid sick days.
- You can **use up to 24 hours or three days of sick leave** total in a year. Unused sick leave can be carried over to the next year.
- You can use sick leave for your own or a family member's health care needs or for specific purposes if you are victim of domestic violence, sexual assault or stalking.
- IHSS Caregivers will be entitled to paid sick days on or after July 1, 2018.
- Some cities have municipal ordinances that provide paid sick time. Check out [cadomesticworkers.org/](http://cadomesticworkers.org/) resources for more information about your city.

# HARASSMENT

- **California's harassment law covers any employer with one or more employees.**

Domestic workers are protected under the harassment law.

- **Your employer cannot verbally or physically harass you**

because of your gender, race, ethnicity, religion, sexual orientation and/or disability.



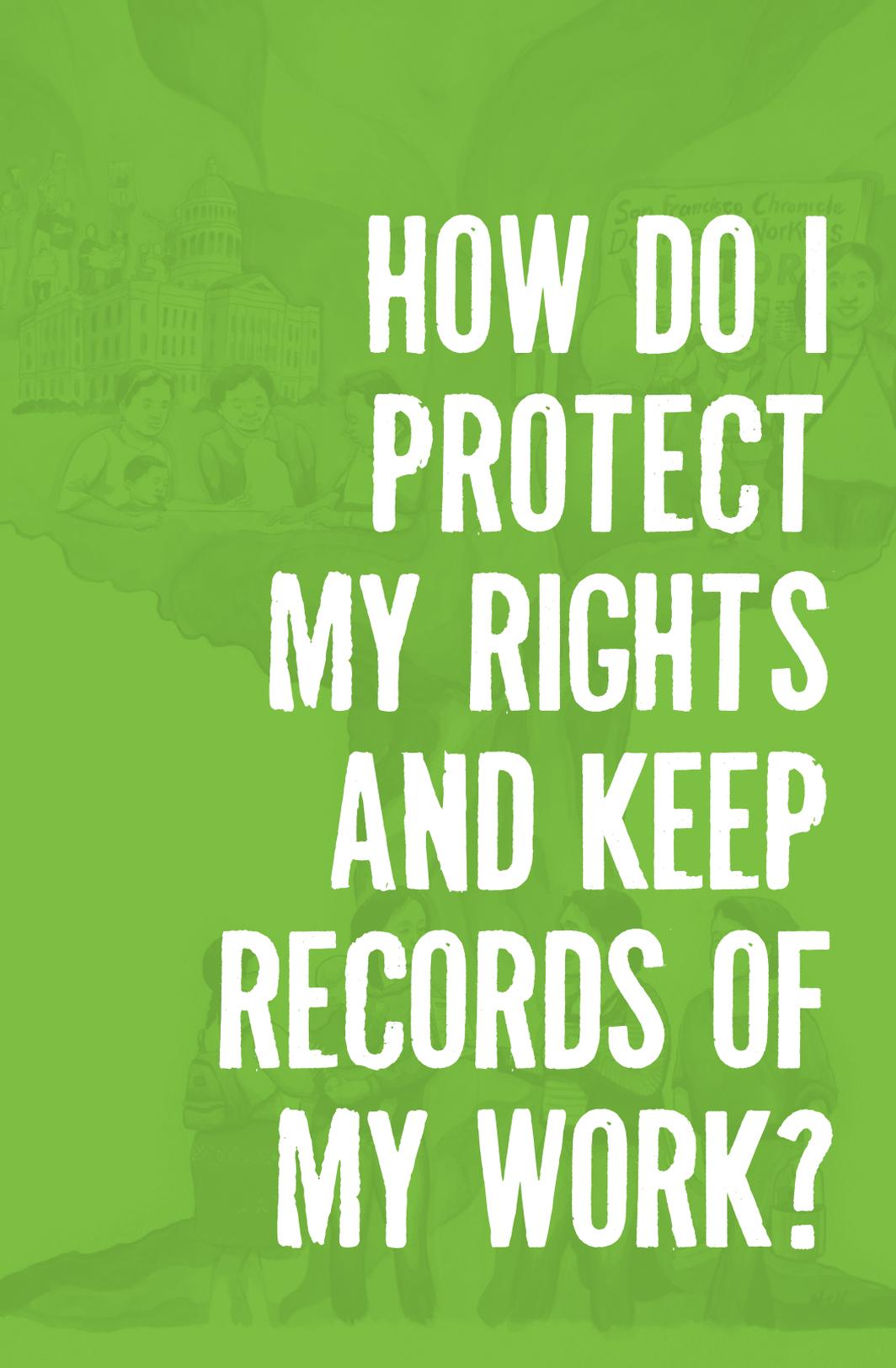
- The harassment must be severe and/or frequent to be legally unlawful.
- If you are experiencing harassment or physical abuse, contact your local domestic worker organization or legal advocate.

# INJURED ON THE JOB



**Many domestic workers have the right to workers' compensation benefits.** Workers' compensation benefits provide medical care and compensation to workers who have a **job-related injury.**

The general rule is that you have the right to workers' compensation benefits if you worked at least 52 hours for your employer within the 90-day period before your injury and earned at least \$100 within that 90-day period.



**HOW DO I  
PROTECT  
MY RIGHTS  
AND KEEP  
RECORDS OF  
MY WORK?**

# KEEP YOUR OWN RECORDS TO PROTECT YOUR RIGHTS

**Always keep track of the hours you work and the pay you receive – both by check and cash. If you get paystubs, save them.**

- **Keep a notebook** that is just for keeping track of your hours and pay. Record your meal breaks and other times you are not working.
- **Keep your records** in a safe place. If you are a live-in worker, keep it in a private place. For all other workers, keep your records at home or in another safe place (not your workplace).

See pages 49-51 for sample forms to keep records. If you are a personal attendant, see pages 52-56 for sample forms to keep track of your work duties.

# KEEP YOUR OWN RECORDS TO PROTECT YOUR RIGHTS

- If you are a **childcare provider or a caregiver**, you should keep detailed record of the tasks and the time that it took to perform the task to see if you do more than 20% housekeeping tasks.



HOW DO I PROTECT MY RIGHTS AND KEEP RECORDS OF MY WORK?

# WHY IS IT SO IMPORTANT TO KEEP YOUR OWN RECORDS?

- **Employers don't always keep records** or keep accurate information about your hours and pay.
- **You may need records later** to help prove you are owed wages so you can use that as evidence to get paid correctly!
- **Keeping track of hours each day can help you** figure out if you missed meal or rest breaks, and if you can claim an extra hour of pay for not having received those breaks.
- You can also keep track of how much sick time you should get.

# RECORD OF WORK

If you work the same hours every week for **ONLY 1 EMPLOYER OR AN AGENCY**:

DATE	TIME YOU BEGAN WORK	TIME YOU ENDED WORK	TIME YOU BEGAN 1ST BREAK (if applicable)	TIME YOU FINISHED 1ST BREAK (if applicable)	TIME YOU BEGAN 2ND BREAK (if applicable)	TIME YOU ENDED 2ND BREAK (if applicable)	ANY OTHER FREE TIME THAT YOU HAD ON THIS DAY?	DATE OF PAYCHECK & AMOUNT PAID
MON	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$					
	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$					
TUE	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$					
	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$					
WED	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$					
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THU	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$					
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FRI	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$					
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	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$					
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PAGE \_\_\_ OF \_\_\_

HOW DO I PROTECT MY RIGHTS AND KEEP RECORDS OF MY WORK?

# RECORD OF WORK

If you work for **ONLY 1 EMPLOYER OR AN AGENCY** and your hours change every week:

HOW DO I PROTECT MY RIGHTS AND KEEP RECORDS OF MY WORK?

DATE	TIME YOU BEGAN WORK	TIME YOU ENDED WORK	TIME YOU BEGAN 1ST BREAK (if applicable)	TIME YOU FINISHED 1ST BREAK (if applicable)	TIME YOU BEGAN 2ND BREAK (if applicable)	TIME YOU ENDED 2ND BREAK (if applicable)	ANY OTHER FREE TIME THAT YOU HAD ON THIS DAY?	DATE OF PAYCHECK & AMOUNT PAID
MON	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$					
	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$					
TUE	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$					
	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$					
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	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$					
THU	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$					
	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$					
FRI	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$					
	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$					
SAT	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$					
	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$					
SUN	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$					
	: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$					

PAGE \_\_\_ OF \_\_\_

# REGISTER OF WORK

If you work for MORE THAN 1 EMPLOYER

DATE	EMPLOYER & THEIR ADDRESS	TIME YOU BEGAN WORK	TIME YOU ENDED WORK	TIME YOU BEGAN YOUR BREAK (if applicable)	TIME YOU FINISHED YOUR BREAK (if applicable)	ANY OTHER FREE TIME THAT YOU HAD ON THIS DAY?	DATE OF PAYCHECK & AMOUNT PAID
MON		: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$			
TUE		: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$			
WED		: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$			
THU		: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$			
FRI		: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$			
SAT		: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$			
SUN		: <input type="checkbox"/> AM <input type="checkbox"/> PM	: TO	\$			

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HOW DO I PROTECT MY RIGHTS AND KEEP RECORDS OF MY WORK?

# IF YOU ARE A PERSONAL ATTENDANT, KEEP TRACK OF WHAT YOU ARE DOING

NAME OF CLIENT: <b>Baby Smith</b>	AGE: <b>3</b>
#OF PEOPLE IN HOUSEHOLD: <b>4</b>	TYPE OF WORK: <input checked="" type="checkbox"/> NANNY <input type="checkbox"/> CAREGIVER <input type="checkbox"/> LIVE-IN <input checked="" type="checkbox"/> LIVE-OUT

TIME	MON	TUE	WED	THU	FRI	SAT	SUN
9:00am	I arrived to work; prepared food for the baby (10 mins); Fed the baby (20 mins); Washed the dishes from breakfast (30 mins)	I arrived to work; prepared food for the baby (10 mins); Fed the baby (20 mins); Washed the dishes from breakfast (30 mins)	I arrived to work; prepared food for the baby (10 mins); Fed the baby (20 mins); Washed the dishes from breakfast (30 mins)	I arrived to work; prepared food for the baby (10 mins); Fed the baby (20 mins); Washed the dishes from breakfast (30 mins)	I arrived to work; prepared food for the baby (10 mins); Fed the baby (20 mins); Washed the dishes from breakfast (30 mins)	OFF	OFF
10:00am	I played with the baby; we went for a walk	I played with the baby; we went to a storyhour	I played with the baby; we went for a walk	I played with the baby; we went to a storyhour	I played with the baby; we went for a walk		
11:00am	Go to playground; Feed baby	Go to playground; Feed baby	Go to playground; Feed baby	Music Class; feed baby	Go to playground; Feed baby		
Noon	Put baby to sleep (20 mins); eat my personal lunch (20 mins); personal rest (20 mins)	Put baby to sleep (20 mins); eat my personal lunch (20 mins); personal rest (20 mins)	Put baby to sleep (20 mins); eat my personal lunch (20 mins); personal rest (20 mins)	Put baby to sleep (20 mins); eat my personal lunch (20 mins); personal rest (20 mins)	Put baby to sleep (20 mins); eat my personal lunch (20 mins); personal rest (20 mins)		
1:00pm	I cleaned the kitchen; I dusted and cleaned the living room	I washed the clothes	I cleaned the bathroom	I cleaned the kitchen; I dusted and cleaned the living room	Took a break		

HOW DO I PROTECT MY RIGHTS AND KEEP RECORDS OF MY WORK?

# SAMPLE CHART FOR PERSONAL ATTENDANT TO RECORD DUTIES

NAME OF CLIENT: \_\_\_\_\_ AGE: \_\_\_\_\_

# OF PEOPLE IN HOUSEHOLD: \_\_\_\_\_ TYPE OF WORK:  NANNY  CAREGIVER  LIVE-IN  LIVE-OUT

TIME	MON	TUE	WED	THU	FRI	SAT	SUN
9 AM							
10 AM							
11 AM							
12 PM							

HOW DO I PROTECT MY RIGHTS AND KEEP RECORDS OF MY WORK?

## SAMPLE CHART FOR PERSONAL ATTENDANT TO RECORD DUTIES

NAME OF CLIENT: \_\_\_\_\_ AGE: \_\_\_\_\_

# OF PEOPLE IN HOUSEHOLD: \_\_\_\_\_ TYPE OF WORK:  NANNY  CAREGIVER  LIVE-IN  LIVE-OUT

TIME	MON	TUE	WED	THU	FRI	SAT	SUN
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							

# SAMPLE CHART FOR PERSONAL ATTENDANT TO RECORD DUTIES

NAME OF CLIENT: \_\_\_\_\_ AGE: \_\_\_\_\_

# OF PEOPLE IN HOUSEHOLD: \_\_\_\_\_ TYPE OF WORK:  NANNY  CAREGIVER  LIVE-IN  LIVE-OUT

TIME	MON	TUE	WED	THU	FRI	SAT	SUN
6 PM							
7 PM							
8 PM							
9 PM							
10 PM							

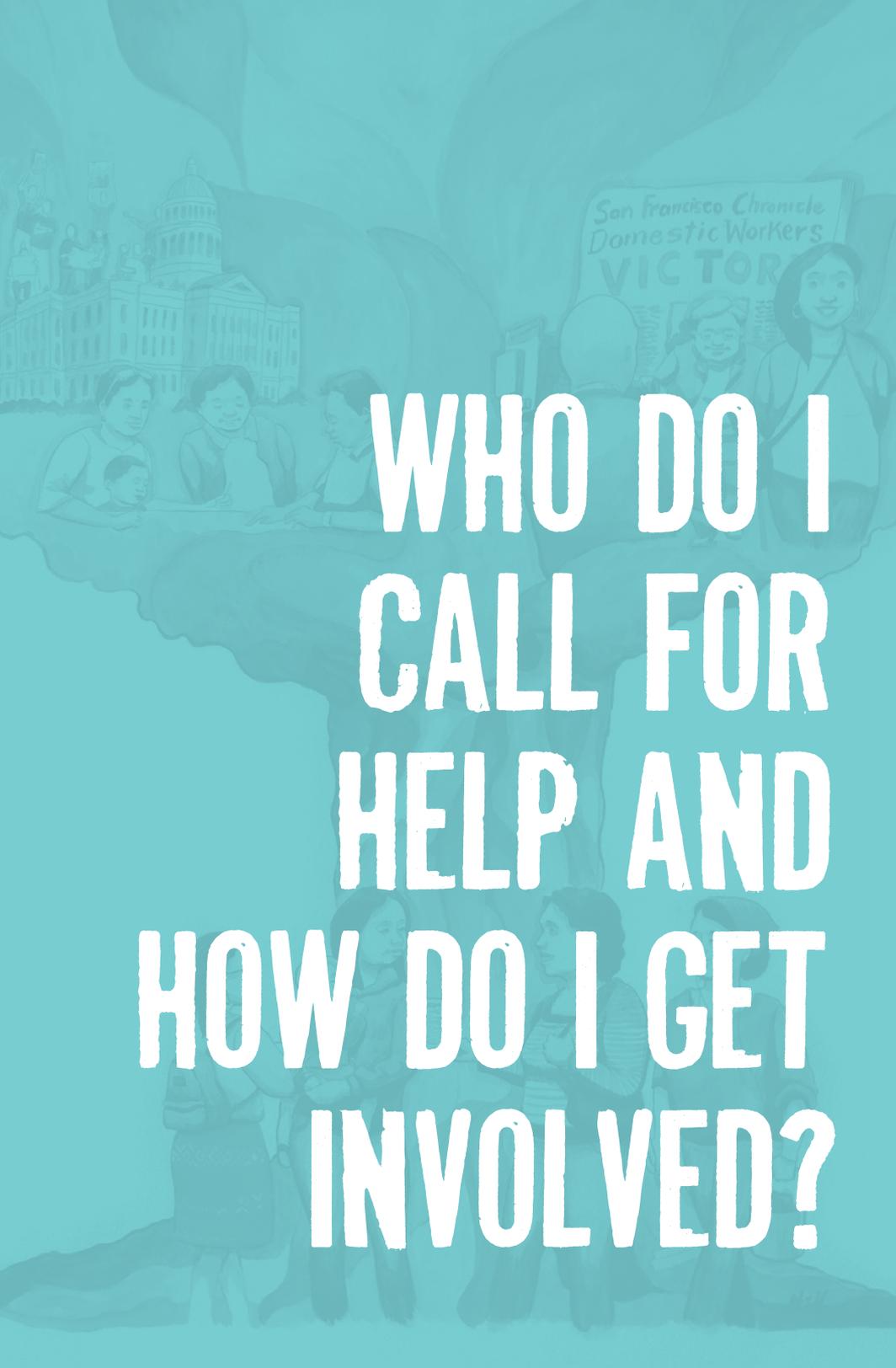
HOW DO I PROTECT MY RIGHTS AND KEEP RECORDS OF MY WORK?

# SAMPLE CHART FOR PERSONAL ATTENDANT TO RECORD DUTIES

NAME OF CLIENT: \_\_\_\_\_ AGE: \_\_\_\_\_

# OF PEOPLE IN HOUSEHOLD: \_\_\_\_\_ TYPE OF WORK:  NANNY  CAREGIVER  LIVE-IN  LIVE-OUT

TIME	MON	TUE	WED	THU	FRI	SAT	SUN
11 PM							
NIGHT							



**WHO DO I  
CALL FOR  
HELP AND  
HOW DO I GET  
INVOLVED?**

# CALL THE CALIFORNIA DOMESTIC WORKER COALITION!

*EVERY SINGLE RIGHT WE HAVE, WE HAVE IT BECAUSE PEOPLE WITHOUT THOSE RIGHTS DEMANDED THEM. THEY ORGANIZED AND THEY WON THEM! BUT WE MUST CONTINUE TO ORGANIZE TO PROTECT AND EXPAND OUR RIGHTS AS DOMESTIC WORKERS.*

*THE WORKERS UNITED WILL NEVER BE DEFEATED!*

- 1. To receive updates from the California Domestic Workers Coalition, text RightsCA to 97779.**
2. Call the California Domestic Workers Coalition  
Northern California: *Mujeres Unidas y Activas*  
3543 18th Street, #23 San Francisco, CA 94110  
(415) 625-3124  
Southern California: *Pilipino Workers Center*  
153 Glendale Blvd Los Angeles, CA 90026  
(213) 250-4353
3. Like us on facebook: [www.facebook.com/cadomesticworkers](http://www.facebook.com/cadomesticworkers)
4. Email us at [info@cadomesticworkers.org](mailto:info@cadomesticworkers.org).

# WHO IS THE CA DOMESTIC WORKER COALITION?

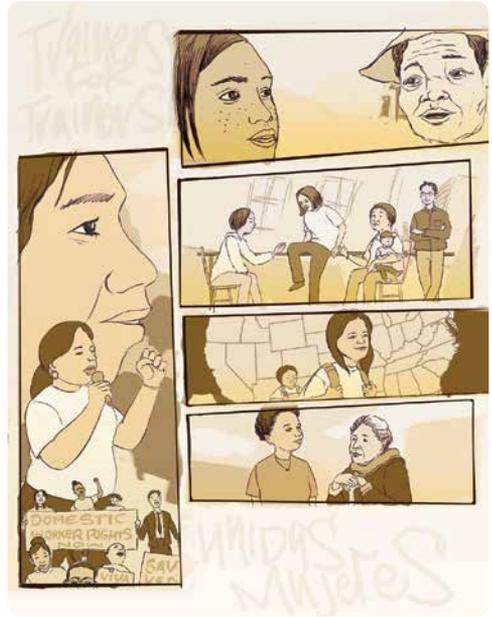
We are a coalition of grassroots domestic worker organizations and their supporters from the labor, faith, domestic employer, women and student communities, who want to advance the rights of the domestic workers who care for our homes and our loved ones. We have come together as a statewide network to ensure that statewide laws and agencies protect domestic workers from abuse and to inspire all Californians to uphold the dignity of domestic work in our homes.



WHO DO I CALL FOR HELP AND HOW DO I GET INVOLVED?

# WHERE CAN I GET FREE LEGAL HELP?

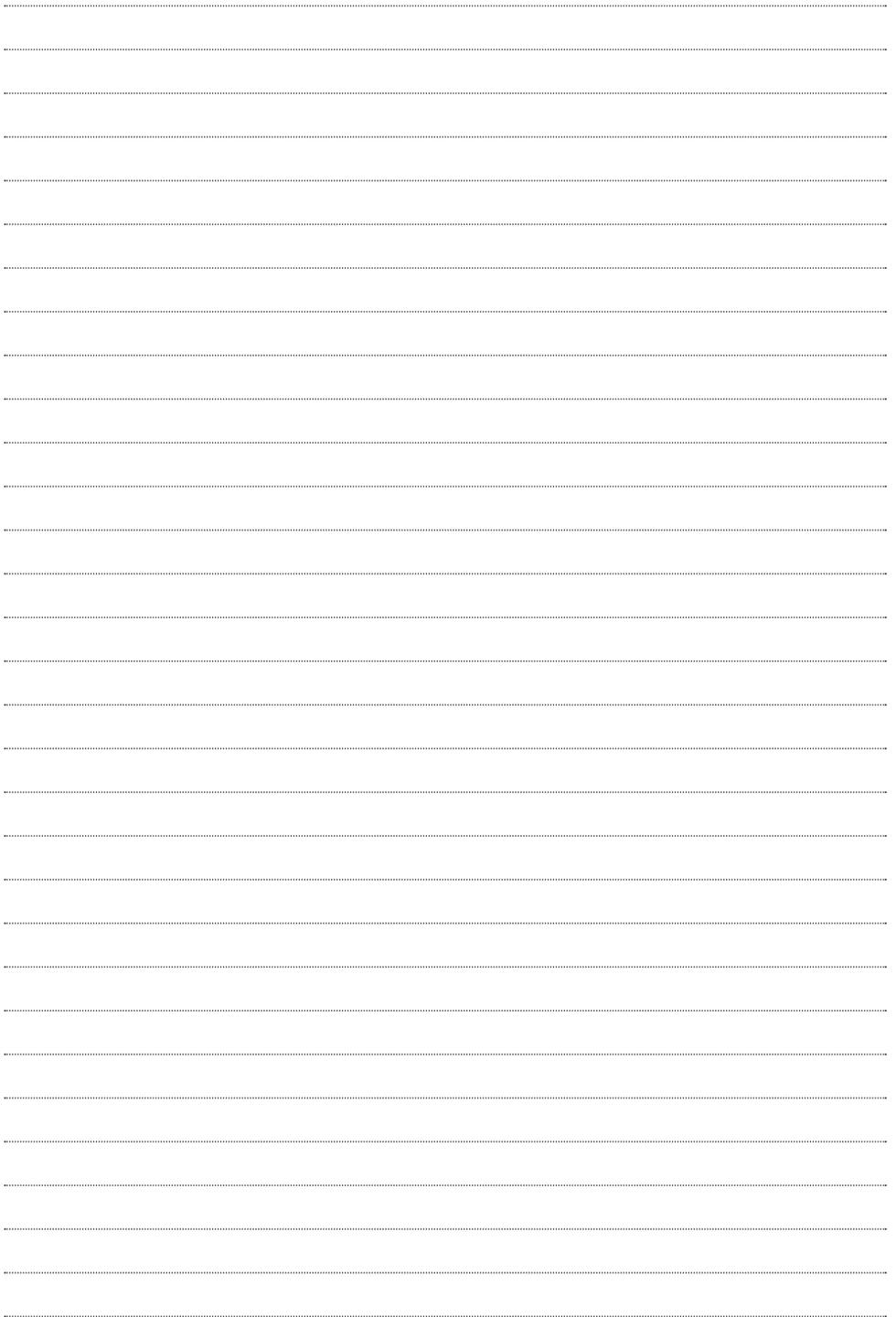
- Your rights as a worker are enforced and protected by the California Labor Commissioner (also known as the Division of Labor Standards Enforcement or DLSE). DLSE investigates and resolves complaints about retaliation, wages, child labor, hours of work and working conditions.
- A worker can recover up to three years of violations at the Labor Commissioner and up to four years if they file a case in court.



## FOR FREE LEGAL ASSISTANCE OR REFERRAL CALL:

**Women's Employment Rights Clinic (WERC)**  
**Golden Gate University School of Law**  
**536 Mission St, San Francisco**  
**Ph: 415-442-6647**

**\*WERC can provide free consultation, information and referral and in some instances, can represent workers.**









ART BY ROBERTY TINAJALLO