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SUGGESTED STANDARDS FOR EMPLOYMENT

GENERAL HOUSE WORKER

Pamphlet

Prepared By

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This set of standards has been considered not only from the standpoint of the positive adjustments which they will necessitate in many households but also the advantage that the adoption of these standards of work will have in putting household employment on a more professional basis. It is believed that many members of the Club and their friends will welcome the opportunity to test out these standards through practical application. On the basis of six months of effort the Club expects to pool experience at a future date, and at that time to see what modifications, if any, would be adopted.

The Committee believes that these standards, on the basis of our present higher type of employee and of creating a better cooperation in the maintenance of work habits and professional standards. Further this presupposes a certain degree of efficiency and cooperation on the part of the employee.

The suggested standards of employment apply particularly to the General Houseworker and are listed as follows:

Duties: Preparation and serving of meals.
Cleaning up after meals.
Daily care of apartment or private house, except furnaces, etc.

Possible Additional Responsibilities:

Assistance in care of children.
Mending and darning.
Purchasing food and planning meals
Personal Laundry.

It is recommended that at time of employment, employee and employer have a full understanding of duties, and also as to whether employment, if satisfactory, is on a yearly basis, or say a nine months' basis.

Hours: The hours shall be agreed upon, with a maximum of 60 hours in any week. Weekly rather than daily hours are suggested. Hours on duty shall be "actual working hours" and hours "on call" computed as indicated below.

Actual Working Hours: Shall be the hours on duty during which the employee is not free to follow her own pursuits.

Time on Call: Two hours "on call" shall be considered equivalent to one hour of working time, when employee must answer door bell, telephone, etc., during day. Three hours "on call" shall be considered equivalent to one hour of working time, when employee is responsible only for a sleeping child or to meet the necessity of not leaving the house entirely alone at night.

Overtime: Should be compensated for by extra hours off within the month or by extra payment, but in no instance should overtime average more than six hours a week.

Time off: One full day or two half-days per week; or if agreeable to both employer and employee, time off may be arranged on a monthly basis, providing the time off is equivalent to at least one full day a week.

In order to come within the 60 hours week provisions, the following plans are suggested, one of which may be adapted to fit particular circumstances:

Monday	10 hr day	Friday	10 hr day
Tuesday	10 " "	Saturday	10 " "
Wednesday	10 " "	Sunday	5 " "
Thursday	5 " "		

or
Six ten-hour day , one free day

It will be obvious to the employer that it will be necessary to arrange for hours off during the day in order to keep the hours down to sixty. If it is necessary to have days longer than ten hours occasionally than other days must be relatively shorter.

In households where there are children the hourly schedule must be of necessity be more flexible and the minimum monthly wage must be higher.

Annual Holidays: Should be arranged for at time of engagement.

Vacations: Employers are urged to give vacations with pay. A minimum of one week vacation with pay is suggested after one full year of employment, increasing with length of service.

Wages: There should be a minimum wage, but wages should vary above this in accordance with experience, skill and efficiency of the employee.

Living-In: The minimum rate for general housework shall be \$40.00 to \$50.00 for a calendar month, depending on experience. Proper living arrangements are essential. The employee should be assured privacy in her own room and ready access to a bathroom.

Living-Out: The minimum rate for full-time employment should exceed the living-in wage to care for extra expenses due to living out. A minimum rate shall be \$12.00 to \$14.00 per week.

Time for Payment of Wages: There shall be a definite time for payment of wages, for living-in preferably weekly or semi-monthly; for living-out always weekly.

Employers are reminded that because of the hazards of household employment it is advisable to see that all employees are covered by Workmen's Compensation Insurance not only as a protection to the employee but as a financial safeguard for the employer. Policies may be secured for individual employees at an approximate rate of \$21.00 per year.

(Additional copies of this pamphlet may be obtained from the Women's City Club)