

Personnel Practices for Household Employers

While household employment is highly customizable, it is often mistakenly handled as an informal work situation. In fact, it is a professional endeavor requiring formal personnel practices and policies. Follow these personnel practices to ensure that as a household employer, you are creating a mutually beneficial relationship with your employee.

- Write and update employee job descriptions.
- Establish household policies and procedures.
- Develop and maintain a household employee handbook detailing all policies, work schedule, performance reviews, dismissal, severance and references.
- Include an at-will statement with your household employee handbook.
- Provide an orientation during the first few days of employment with on-the-job training for your employee.
- Establish a performance review schedule for the first year and keep to it.
- Ensure the employee has all the necessary forms and releases they may need to perform their job (e.g. medical release form, expense report form).
- Inform your schools, neighbors, doctor's office, special needs staff and other relevant people and services about your employee's start date.

We're here to help with your personnel practices. Feel free to call us at (800) 929-9213 or email Questions@GTM.com with your questions about personnel practices, policies, procedures and more.