

## PLACEMENT INFORMATION BROCHURE

Our MAIN FUNCTIONS are:

- ✓ To pre-interview and assess potential employees and unemployed people, according to our criteria.
- ✓ To shortlist suitable candidates for you from our database, according to specific criteria that you will list on your placement request.
- ✓ To qualify the candidates by way of experience, skills, level of literacy etc.
- ✓ To provide references, and telephone numbers of previous employers where possible and if necessary, verify the references telephonically or via e-mail.
- ✓ Every effort is made to ensure that by the time you meet and/or employ the candidates, they are suitable to perform the duties that you would like to employ them for.

We CANNOT:

- Start the selection process UNLESS your registration fee has been paid. We understand that many people have serious time constraints and try to help you as quickly as possible. As we receive your form, we start to select and contact possible candidates straight away. If you change your mind or find someone through other channels, we have incurred costs that we need to recover. We will refund you if you give us 3 working days notice of your intention to stop the process. We recommend that you do not begin the process with us until two weeks before the date on which you expect them to start work.
- Guarantee a successful relationship between yourself and the candidate. This relationship needs time and commitment to make it work. You will need to work at training and getting to know your new domestic. This is not easy and takes time. We are available to advise you and are happy to offer some telephonic support even after your guarantee period is over.
- Be held responsible for the actions of the candidate. Please remember that we are dealing with people and cannot guarantee performance or conduct. We do however make every effort to qualify the person in as many ways as we can and also rely a great deal on general attitude and conduct during interviews, training and at all other interactions that we may have with them.
- Carry on our business of helping others – the domestic ladies and you, if we do not get prompt payment of the placement fees. The Placement fee is due on the day of the candidate commencing employment with you. Remember that you are covered by the 1-month guarantee period. We WILL replace the candidate if you find that they are not suitable within the agreed period, and we will fulfill any training obligations that we have towards you, even if you find your own person, should the person placed by us not work out.

General GUIDELINES to note:

- A domestic worker is classified as anyone that works for you in or around your home. This includes housekeeper, nanny, gardener, driver etc.
- Most of the ladies that we have available are able to help with a baby and some housework. Please be realistic with the amount of work that you expect the domestic to have to cope with. If you have a large house, more than one child or a very energetic two year old (!) for her to care for, you may need to look at having someone come in to help her. You can vary the frequency based on what you can afford. If your budget does not allow for the extra help, you may need to help. This could include putting a load into the washing machine when you wake up or packing the dishwasher after supper. We would also recommend that domestics that help to care for children be allowed the full weekend off. In our experience, we have found that the domestic copes much better with a busy work load if she has the weekend to rest.
- An Au Pair, teacher or tutor, if employed for more than 3 days per month also falls under the labour relations act, and also needs a contract, sick leave, holidays etc. please do not hesitate to contact us should you need advice in this regard.

- Salary guidelines:
  - Domestic Sleep In – R1066 to R1800 per month + accommodation + meals  
NOTE: It is NOT advisable to offer the domestic accommodation inside of your house. A live-in domestic will need proper staff accommodation, with access to a bathroom and kitchen.
  - Domestic Sleep out – R1100 to R1800 per month + transportation costs + lunch
  - Au Pair: about R30 per hour or a minimum of R2500 per month.
  - Optional Extras – Uniform, toiletries, cellphone and airtime, pension or funeral policy, bonus. It is always best to offer these on a performance basis and only once the domestic has completed 2 months of service. We cover this in our employment contract should you make use of this service.
  - Please remember that the more you pay, the better nanny you are likely to get, and she will be more likely to remain loyal and work efficiently if she is satisfied with her wages and work hours!
  
- Guidelines to WORKING HOURS:
  - The Minimum salary allowed by law (valid until 1 Dec 2007) is R1066.00 per month (or R5.11 per hour, or R230 per week) for 9 hours per day, or 10 hours (5 day week), if she has a lunch hour during the day (can be taken during babies sleep time).
  - Your basic salary will cover 45 hours a week, Monday to Saturday. It will roughly buy you Monday to Friday for 9 hours, or 8 hours plus 5 on a Saturday. If your domestic is looking after a baby while you are at work, you may be away from home for 10 – 11 hours a day.
  - Overtime must be paid for any additional hours/ weekends not agreed to at interview stage, or any hours worked over and above the 45 hours per week. You can agree to offer days off in lieu of overtime. If Sundays fall within the agreed upon working days, the overtime rate is 1.5 her daily wage.
  - Your domestic worker is not required to work on any official public holidays. Should you require her help on a public holiday, overtime must be paid equal to her normal wage plus the hourly rate for each hour worked.
  
- Other LEGAL REQUIREMENTS:
  - You must complete a contract of employment with your new domestic worker. In the absence of a contract the law will still apply to your particular situation, only it will be standardized. Rather take the time at the beginning of the relationship to discuss and negotiate the required points, to avoid any problems or confusion later on. We offer an excellent contract and consultation service for a nominal extra fee.
  - You must register and pay UIF on behalf of your domestic worker. Each party would contribute 1% of the monthly salary. You can register online, and make payments via internet banking.
  - You must issue your domestic with a monthly pay slip. You should keep a copy in a file with the contract. We recommend a carbon copy book.
  - You are required to keep a record of your domestic workers' working hours. The simplest way to do this, is to ensure that your domestic fills out an attendance register.

Please feel free to contact us if you require any further information regarding the training and placements of domestic workers. Once we have received your form we will endeavor to find the right candidate, as quickly and as painlessly as possible.

Thank you again for choosing Educare. We hope that we may be of assistance in any training requirements you may have for your new Nanny. We offer the following courses: Basic Childcare, First Aid, Developmental Stimulation and Cooking and Nutrition for Tots 2 Teens. Our courses are suitable for Parents, Nannies, Teachers, Day moms, Au Pairs etc. Our First Aid classes are available in the evenings from 6pm – 9pm.

Chevonne Bishop

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